

Child Care Provider Certification Web Site User Guide

Expected Outcome

The goal of the Child Care Provider Certification Web Site User Guide is to provide child care certification workers with instructions for using and navigating through the web site.

Objectives

Upon completion of this guide, users will be able to:

- Register to use and login to the CCPC web site
 - Create new applicants and locations of care
 - Update information for existing applicants and locations of care
 - Grant certification for an application
 - View Announcements
 - Print Reports
-

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Introduction to CCPC

Welcome to the Child Care Provider Certification web site (CCPC). CCPC is a web-based system that will help certification workers in processing requests for provider certification. It allows certification workers who have Internet access an easy and efficient way to enter application information and additional details about applicants who request to be certified as child care providers. These details include information about the applicant and location of care, as well as background checks, references, home visits, etc.

CCPC is a practical tool designed for certifying agencies. It has many features that will help the certification workers do their daily work more efficiently and give them access to a database that contains information about all the certified providers within the state. In addition, CCPC generates statistical management reports, as well as, mailing labels for all certified programs.

CCPC will also share information about approved certified providers with the Child Care Payment System (CCPS), which supports authorizations and subsidy payments to providers. This means that once an application is approved and the category is assigned, the system will grant the applicant a provider number from CCPS. At this point, the provider number, location number and category will be automatically stored in CCPS and CCPC, and providers taking part in the subsidy program will be able to receive appropriate authorizations for care, according to the type of category assigned.

Special Note of Importance to Users:

Because of the exchange of information between CCPC and CCPS, it is very important to note that actions taken in CCPC that affect regulation details **WILL IMPACT** the corresponding CCPS category details.

Example One:

If a certification worker adds an age restriction to an approved certified provider in CCPC for a certain time period and there are currently authorizations for that age group to that provider for that time period, then the authorizations will automatically be ended in CCPS with a ten day notice. This will prevent further payments to the provider for those ended authorizations.

Example Two:

If a certification worker updates a provider's W-9 details within CCPC, then the W-9 details will be updated within CCPS. This includes Tax ID number and Tax ID type.

Likewise, if a provider exists in CCPS, then CCPC users will be able to access information about that provider using a manual process described later.

Security Access to CCPC

State Security Officers will control a user's ability to access CCPC. Counties will control what type of access a user gets. Currently, there are two types of access: Inquiry and Update. Inquiry access allows a user to view details for all applicants and providers within the state. Update access allows a user to view details for all applicants and providers within the state, as well as, add, modify or delete details about applicants or providers in counties with which the user's agency is associated. Example: A certifier in Ashland county can process applications and grant certification in Ashland county only and is also able to view provider information for all other counties in the state.

Special Note:

This packet is designed for the user who has update access, but can be used by the user who has inquiry access. Inquiry access users will notice that this packet contains information about links and functionality that will not be accessible to them (i.e. adding another location of care for an existing applicant).

Primary Functionality of CCPC

Users of CCPC will have the ability to do the following:

- Search for existing applications and existing providers within CCPS and CCPC
- Enter new applications for certification
- View, modify, and recertify existing applications
- Assign one of the five types of certification categories, once the application is complete
- Place restrictions, exceptions and stipulations on a category, as necessary
- Deny or revoke an application at any time during the application process
- Generate the certificate of approval after the application has been processed
- View reports that contain information at the application, county and state level
- View system-generated alerts that provide reminders to certification workers about actions that need to be taken for an application
- Access the help features of CCPC, which provide help categories and help topics
- Access "Announcements", which provide both county/tribe-specific and statewide information of interest to child care certifiers around the state.

System Requirements for using CCPC:

- a minimum of Internet Explorer 4+ or Netscape 4+
- the ability to enable JavaScript**
- the ability to enable cookies **

**refer to your browser's help tool to learn how to do this.

CCPC Registration

Two Important Notes About CCPC Registration:

- If you currently have an ID for the CARES mainframe system, you should use this ID as your User ID for CCPC. You can, however, use a different Password.
- If you currently have a User ID for the Child Care Provider Information website, all you need to do is to complete a Web Access form DWSW-13358. You will need to use the same ID and Password to gain access to CCPC. The form can be found at:
http://www.dwd.state.wi.us/dwd/forms/dws/DWSW_13358.htm.

To begin using CCPC, users must first register (create an account) using the DWD/Wisconsin Logon process. Log onto the CCPC home page to get instruction on the account creation.

<http://www.dwd.state.wi.us/dws/programs/childcare/certification/ccpc.htm>.

Click on the “New User” link under “Key Links” heading. Print the instructions and carefully follow them.

Availability of CCPC

CCPC is easy to use and provides up-to-the-minute information; however, the system will only be available during the same hours that CARES is available because CCPC and CCPS share information. You can view when these applications will be available by clicking on the CCPC hours of availability link at the bottom of the CCPC User Login page.

CCPC Downtime Calendar

If users attempt to login at a time when CCPC is not available (usually due to scheduled maintenance), they will be taken to the CCPC Downtime Calendar page (see Figure 3). By default, the page displays downtime information for the current day. Users have the ability to view information for other days by clicking on one of the underlined date links on the calendar or by selecting a date from the ‘Select Date’ dropdown boxes and clicking on the ‘Go>’ button (see below). This calendar is not accessible when CCPC is available.

Select a date from the dropdown boxes and click the 'Go' button.

Click on one of the date links to view information for another day.

The screenshot shows a web browser window with the URL <http://aspirot1.dwd.state.wi.us/descpc/CCPC/CCPCDownTime.asp>. The page title is "Child Care Provider Certification". A red banner at the top states "CCPC is currently not available due to scheduled maintenance." Below this, there is a "Select Date:" section with dropdown menus for "February", "26", and "2003", followed by a "Go >" button. A calendar for February 2003 is displayed, with the 26th highlighted in blue. To the right of the calendar, a box titled "Scheduled Downtime For Wednesday, February 26, 2003" contains the following information:

Standard Downtime For Wednesdays	
(Active)	12:00:00 AM - 1:59:00 AM
Scheduled Downtime	

To view the standard hours of availability for CCPC, visit the [CARES Online Availability Calendar](#).

Figure 3

About Confidentiality and Passwords

Confidentiality Guidelines

CCPC is a secure site. Following are confidentiality guidelines that all registered users must follow, especially if using a public computer:

- **When you are not using CCPC, log out of CCPC and close the browser.**
Logging out and closing the browser will prevent unauthorized people from entering or viewing information in CCPC. You can logout of CCPC by clicking on the Exit button from any page in the application.
- **Only staff with a User ID and security access to CCPC should be viewing information on CCPC.** Each staff member authorized to use CCPC should have his/her own User ID with security.
- **Registered users should not share a User ID/Password with anyone.**
Remember that you are responsible for keeping your User ID and Password secure from those who do not have access to CCPC.

Web Site “Timed Out”

If you stay on the same page in CCPC for 45 minutes or more, your connection to CCPC will “timed out”. After 45 minutes, when you click to go to another page, you will be redirected to the Login page and will have to re-enter your User ID and Password to log in again.

This “time out” process was designed for security. It prevents unauthorized use of CCPC in the event that you leave your computer without logging out of CCPC.

Troubleshooting User IDs and Passwords

In this day of many different User IDs and Passwords, it is easy to forget what they are. You can take the following steps, when you are unable to log in to CCPC because of a wrong or forgotten User ID and/or Password:

- **If you have entered the incorrect User ID and/or Password**, the login window will refresh and you are not able to get into the program. *Remember that Passwords are case sensitive and must be entered exactly as you entered them when you registered.*

- **If you have forgotten your Password but remember your User ID and the answer to your Password reminder question**, you will have to change your Password. To do this:
 - a) Log onto the DWD/Wisconsin Login 'Account Management' screen at: <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
 - b) Under "Customer ID Menu" heading, click on "Forgot your account information?"
 - c) Enter the email address that you used to create the CCPC user account on the 'DWD/Wisconsin Logon ID/Password Recovery Process' page.
 - d) Then go to your email inbox to access the email. The email will have a link to the "secret question" that you entered when you created the account. Enter the correct answer and hit "submit". If the answer was correct, you now can change the password.
- **If you have forgotten your User ID, or if you have forgotten both your Password and the answer to your Password reminder question**, you will need to contact the DWD Service Desk at 608-266-7252.

Changing Your Password

To change your Password, you simply follow these steps:

- a) Log into the DWD/Wisconsin Logon Management System page at <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
- b) Under "Customer ID Menu" heading on the right, click on "Password Management".
- c) Enter the old and new passwords. Click on "submit". You should see a message: 'DWD/Wisconsin Logon password was successfully updated'

Account Information

If you would like to update or view any of your account information, follow these steps:

- a) Log onto <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
- b) Click on "Profile Management" link under "Customer ID Menu" heading on the right.
- c) Enter your current Logon ID and password.
- d) On the "Change Account Information" screen, you are able to change your profile information. Click "submit".

Where to Go for Help

If you are having trouble accessing CCPC or if you are having trouble navigating the CCPC web site, please refer to the following contacts:

If you're having trouble:

Contact:

- Using CCPC
- Creating an account

Child Care Help Desk
608-261-4680

Logging in to CCPC because:

- User ID not recognized
- Password not matching
- Forgot User ID or Password

DWD Service Desk
608-266-7252
Monday – Friday, 6:00 am – 6:00 p.m.

Other technical difficulties:

- Receiving “unable to process” error messages
- System is not responding

DWD Service Desk
608-266-7252
Monday – Friday, 6:00 am – 6:00 p.m.

CCPC User Login

Once you have received the notice saying that your account has been activated, go to the Child Care Provider Certification User Login page at the following address:

<https://www.dwd.state.wi.us/desccpc/ccpc/>

A pop-up window 'enter network password' will appear. Enter your user ID and password.

Basic Site Navigation and Use

This section provides the user with a basic understanding of how CCPC works. The functionality described here applies to all of CCPC and will provide the user with a base understanding of CCPC before s/he creates the first application.

Child Care Provider Certification Home Page and Links

Figure 5 shows the Child Care Provider Certification Home Page. This page will be displayed when the user logs in from the Child Care Provider Certification (CCPC) User Login page.

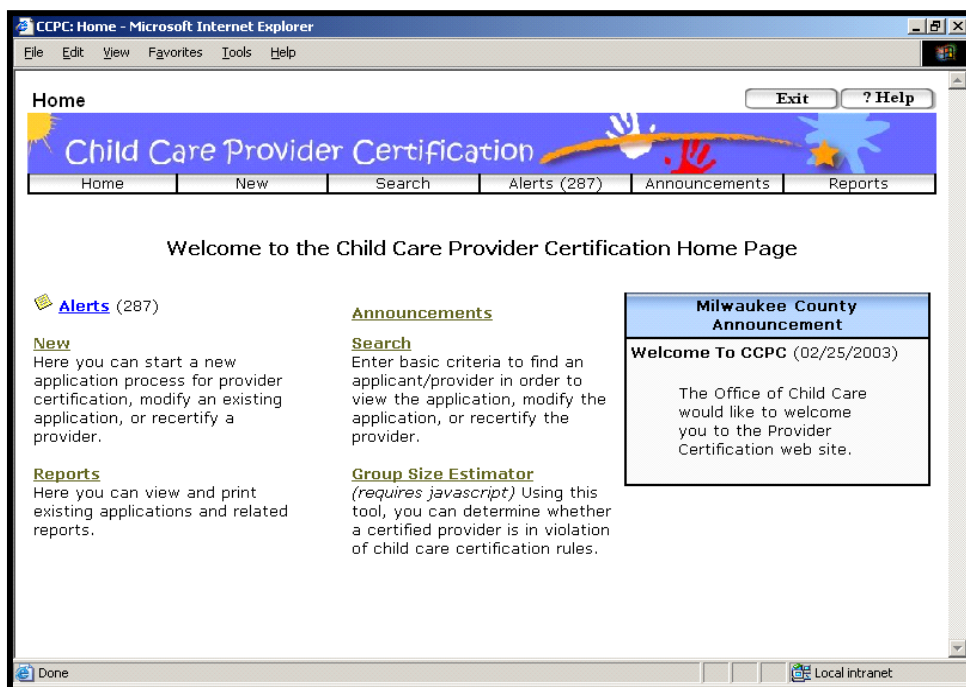


Figure 5

From the CCPC Home Page, the user can access the following links:

Link	Function
New	Start new applications for provider certification.
Reports	View and print reports.
Search	Enter basic criteria to find an applicant or provider in order to view or modify the application or to recertify the provider.
Announcements	View statewide and county-specific announcements that are of importance to certification workers.
Group Size Estimator	Determine whether a certified provider is in compliance with child care certification attendance rules.
Alerts	View and delete alerts associated with the county or counties to which the user has update access.

Table 1

The user will notice that there is a second set of links that appear on the Home Page. As shown in Figure 6 below, these links will appear at the top of every screen in CCPC, as well. Simply direct the mouse pointer to the words Home, New, Search, Alerts, Announcements, or Reports and left click to access the different CCPC functions, as described above in Table 1. The Home link will take the user back to the CCPC Home Page. In addition to the links listed above in Table 1, this set of links will provide the user the ability to 'Exit' CCPC (logout) or to access 'Help' for using CCPC by clicking the Exit or Help links, respectively.



Figure 6

In Figure 7, the user will notice what is called the 'Application Navigation Menu'. This will only be available to the user once an application has been initiated in CCPC.

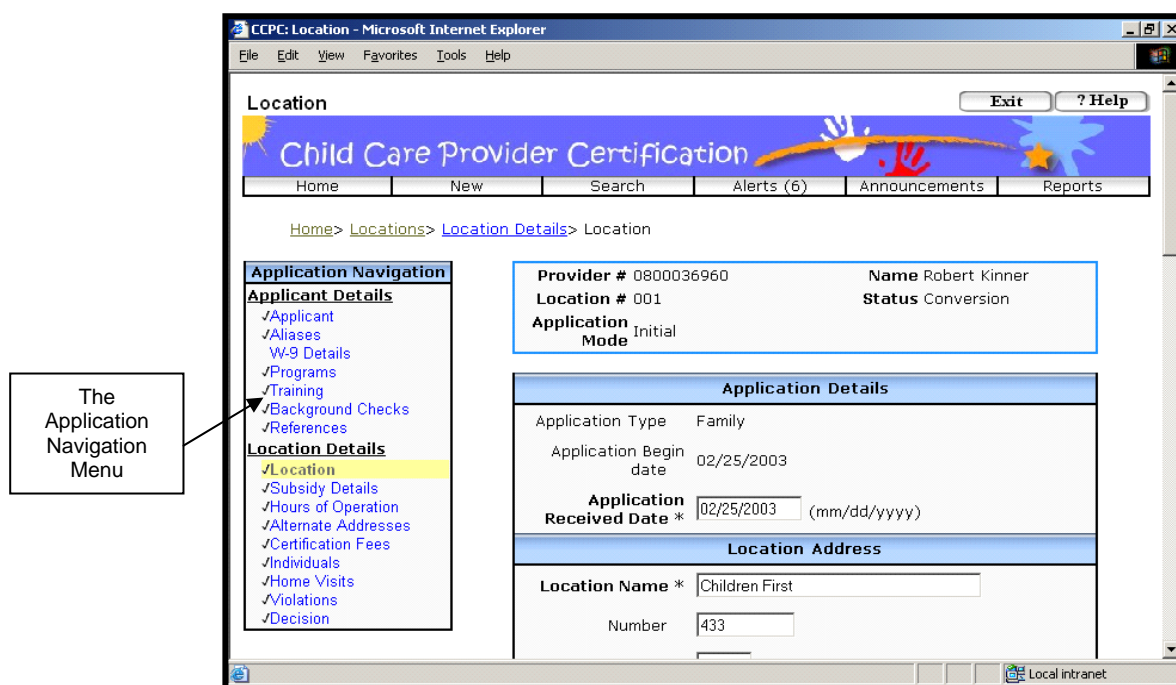


Figure 7

At this point in the user manual, users have not started an application; however, for the purposes of site navigation, it is important to understand that the Application Navigation Menu will appear, and it will allow the user to access any one of the specific pages to add, update or delete information about the applicant or location of care.

Important Note to Users:

Clicking on one of the links in the Application Navigation Menu **DOES NOT** save the information users have entered. If a user is on any screen in CCPC and enters information in any of the fields, the user must click one of the command buttons located at the bottom of each page to save this information (see section below).

Navigational/Command Buttons

Below is an example of a navigational button (also known as a “command” button).



Navigational buttons are used to save the information that users have entered on a screen. The following table lists the types of navigational buttons that are available in CCPC and what their functions are.

Button Type	Function
Add	Saves the entered information when the user is in add mode*
Delete	Deletes saved information when the user is in delete mode*
Modify	Saves the modified information when the user is in modify mode*
Next	Saves information entered on the current screen and takes the user to the next screen listed in the Application Navigation Menu
Save and Continue	Saves entered information
Search	Performs the search function when the user has entered proper search criteria

Table 2

*Modes are explained later in this section

Breadcrumbs

Figure 8 shows an example of breadcrumbs.



Figure 8

Breadcrumbs are another method of navigating through CCPC. They show a trail of the screens that the user has visited. The user can click on one of the blue underlined links in the breadcrumbs to return to a screen that s/he has previously visited. As with the links on the Application Navigation Menu, breadcrumbs **DO NOT** save the information

users have entered. They should be used to return to a previous screen, when the user does not wish to save the entered information on the current screen.

Web Browser Toolbar

It is strongly recommended that the user use the navigational buttons, when s/he wants to save information and use the links within CCPC to navigate the website, when s/he does not need to save information. It is strongly suggested that the user does not use the web browser Back Button on the toolbar (see Figure 9). The Back Button on the toolbar **Will Not** save entered information.

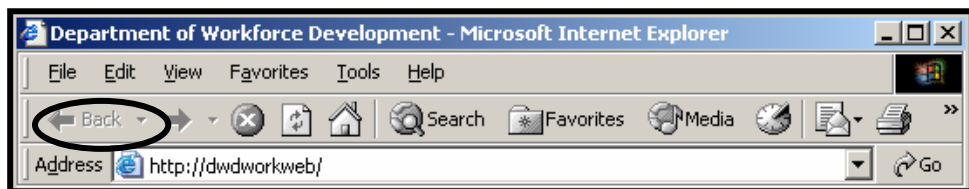


Figure 9

Error Messages

CCPC expects that only certain data types will be entered into a field. For example, in a field like First Name, CCPC expects a name like Jim or Alice. The application does not expect a number. In the example below, a number was entered into the First Name field. When the user enters data that CCPC does not understand or expect and then clicks on one of the navigational buttons, an error message displays at the top of the screen, as shown in Figure 10.

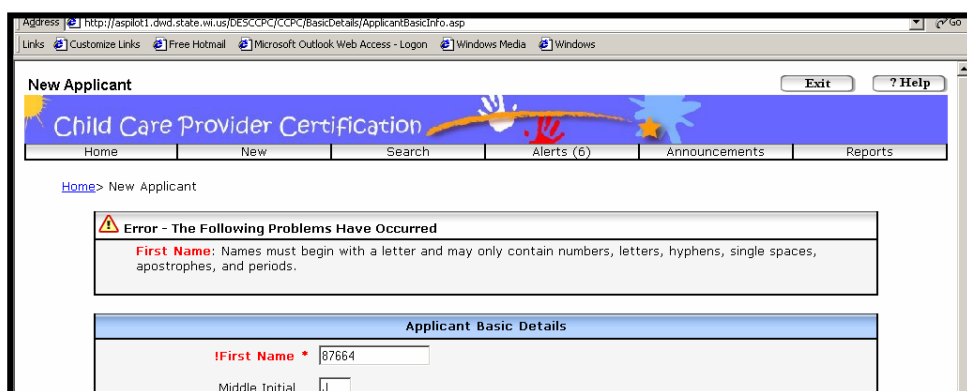


Figure 10

Within the error message, the field name(s) where a problem occurred show in red, and a description shows in black. The field name(s) next to the fields also turn red to indicate that CCPC expected something different than what was entered. If an error message occurs, the user may simply change the data in the error-related field (in this

case, the First Name field) and click one of the navigational buttons to move on in the application.

Required Fields

CCPC users will notice that an asterisk (*) is next to certain data entry fields. This indicates that the field is required to complete the screen and should be entered by the user. Even though some fields are not marked as required to complete the screen, they are required to approve the application and grant the certification. The most helpful way to understand this is to look at an example. The following example is from the Applicant screen (see Figure 11).

Figure 11

In the Applicant Information section of the Applicant screen, the First Name data entry field has an asterisk (*) next to it. Users must enter a first name in this field or they will receive an error message when they click on the Next button. Another field on this screen is the Date of Last TB Test, which does not have an asterisk (*) next to it. The user will not get an error message if s/he does not enter a date in the Date of Last TB Test field.

Since the Date of Last TB Test is only necessary to complete (approve) an application, CCPC will not give the user an error message if the field is not completed when s/he leaves the screen. However, CCPC will generate an error message if this field is not completed when the user attempts to complete the application.

CCPC Modes: Display, Add, Modify, Delete

There are four 'Modes' to CCPC: Display, Add, Modify and Delete. This means that a user can view, add, modify or delete details about an applicant, individual or location.

The examples below (see Figures 12-18) are for the Aliases screen, but there are other screens in CCPC that function the exact same way if users want to display, add, modify, or delete details. These screens include the following:

- Training
- Background Checks
- Alternate Addresses
- Certification Fees
- Individuals
- Home Visits
- Violations
- Categories
- Age Restrictions
- Conditions
- Serving Relative Periods

By clicking on the Aliases link in the Application Navigation Menu, the user will be taken to the Aliases screen. This is the Display Mode. If any aliases have been previously entered for the applicant or provider, they will be displayed in the Aliases box in the center of the screen. If none exist, as in Figure 12, then the Aliases screen will indicate there are no aliases for the applicant.

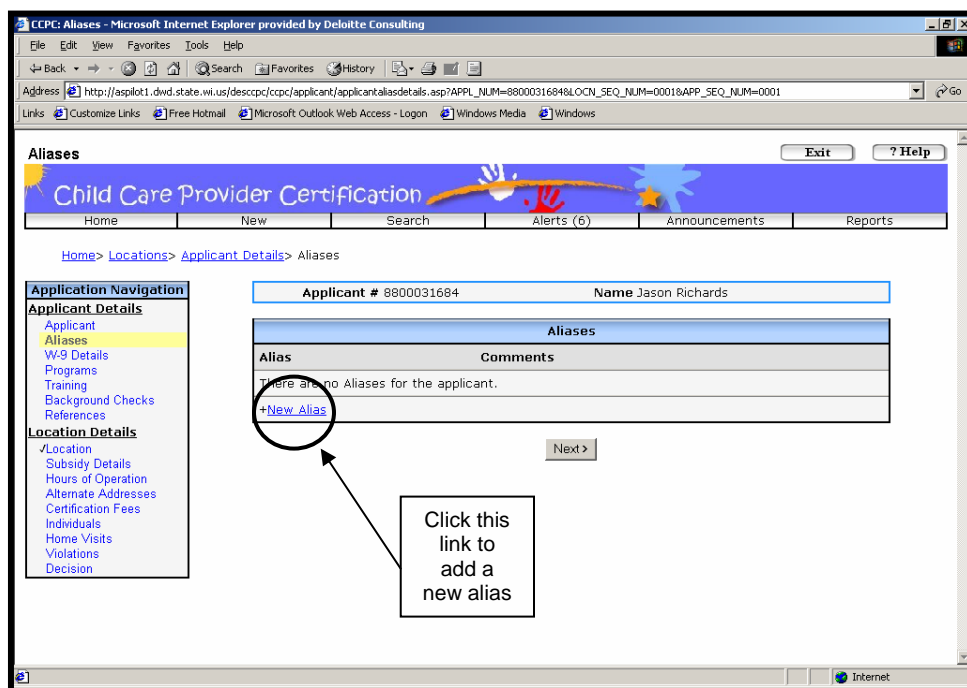


Figure 12

From here, the user can add an alias for the applicant by simply clicking on the 'New Alias' link.

By clicking on the 'New Alias' link, the user will be taken to the New Alias screen, where s/he can add an alias along with any comments about the alias.

The user should notice that the Application Navigation Menu has expanded. Under the Alias link, the menu now shows 'New Alias' with a black arrow next to it. This indicates that the user is now in 'Add' Mode for the Alias screen.

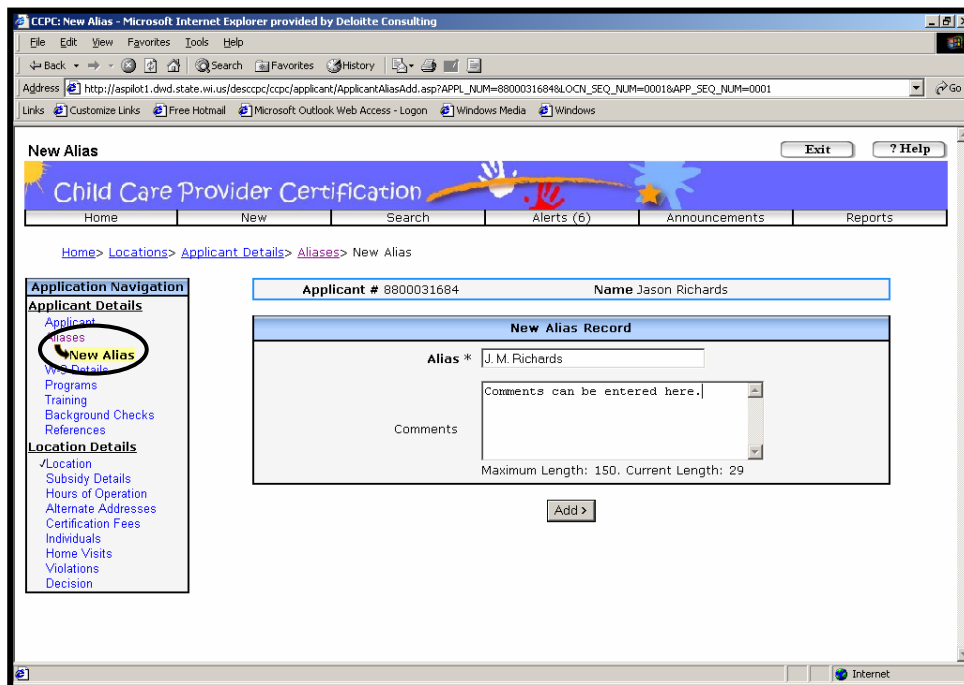


Figure 13

The user will also notice that the Alias field has an asterisk (*) next to it, indicating that it is a required field. If the user does not enter an Alias and clicks on Add, then s/he will get the following error message (see Figure 14):

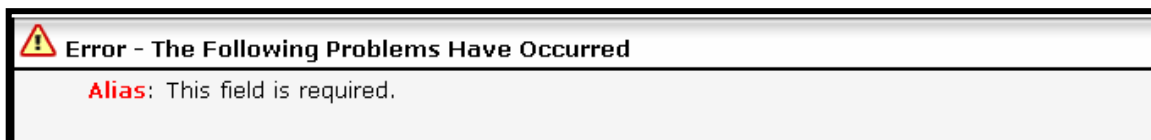


Figure 14

If the user did not intend to add an Alias, s/he can simply click on any link in the Application Navigation Menu to leave the Aliases screen.

Once the user has typed the Alias and entered a comment (optional), then s/he should click on the 'Add' button. This will save the information. The user will then be returned to the Alias screen, but will notice that it has changed. The screen now lists the newly added alias.

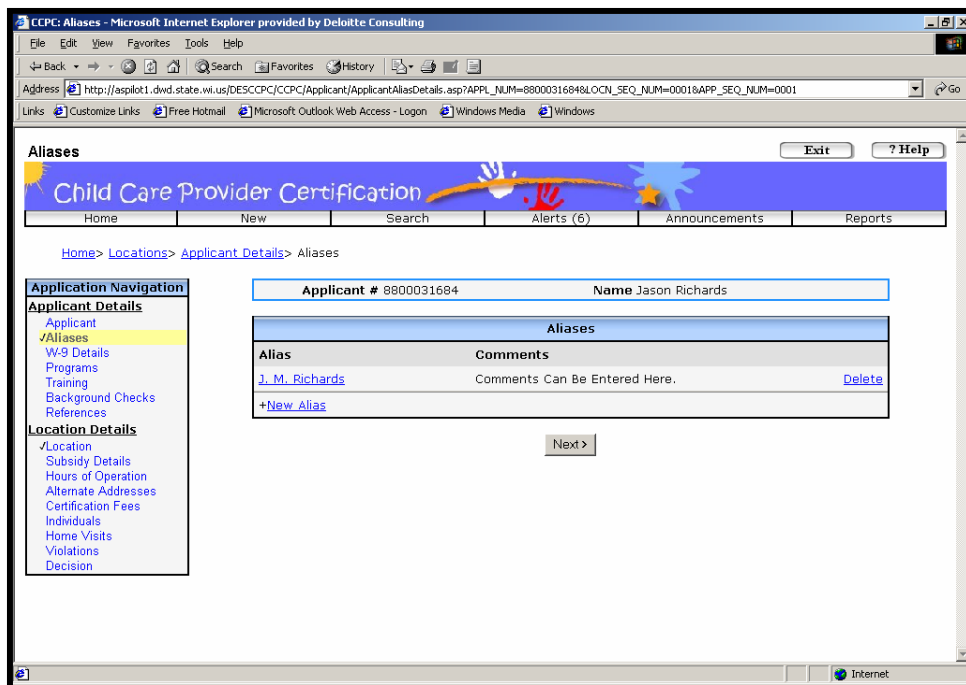


Figure 15

The underlined Alias that is listed is a link. The user can click on this link and be taken to the Modify Alias screen (Figure 16). The user will notice that the Modify Alias screen is very similar to the Add Alias screen, but the details that s/he typed are already filled in. The user can click in the field and retype the correct information.

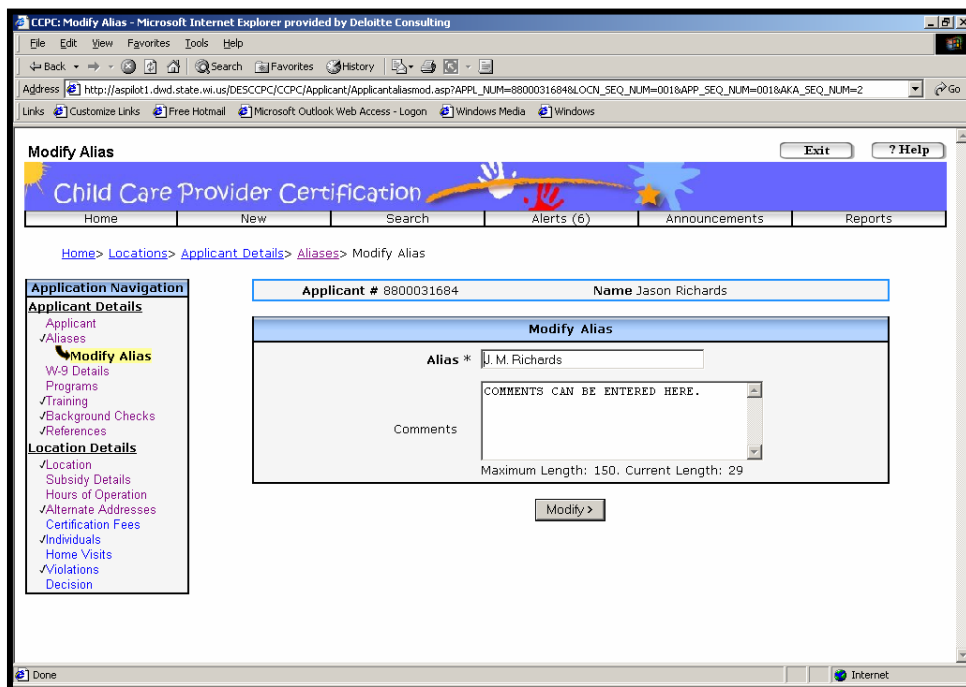


Figure 16

Once the user has entered the correct information, s/he can click on the 'Modify' button to save the corrections and return to the Aliases screen. Any corrections that were made will be reflected on this screen.

Finally, the user can delete the Alias, if it were entered in error.

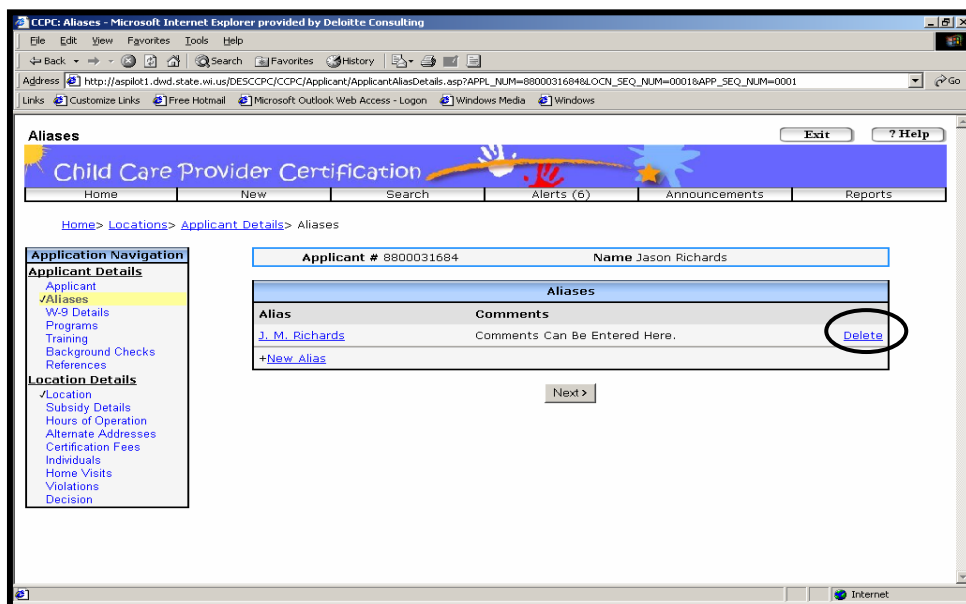


Figure 17

To delete the alias, the user should click on the Delete link to the right of the Alias that s/he wishes to delete. The user will be taken to the Delete Alias screen (Figure 18).

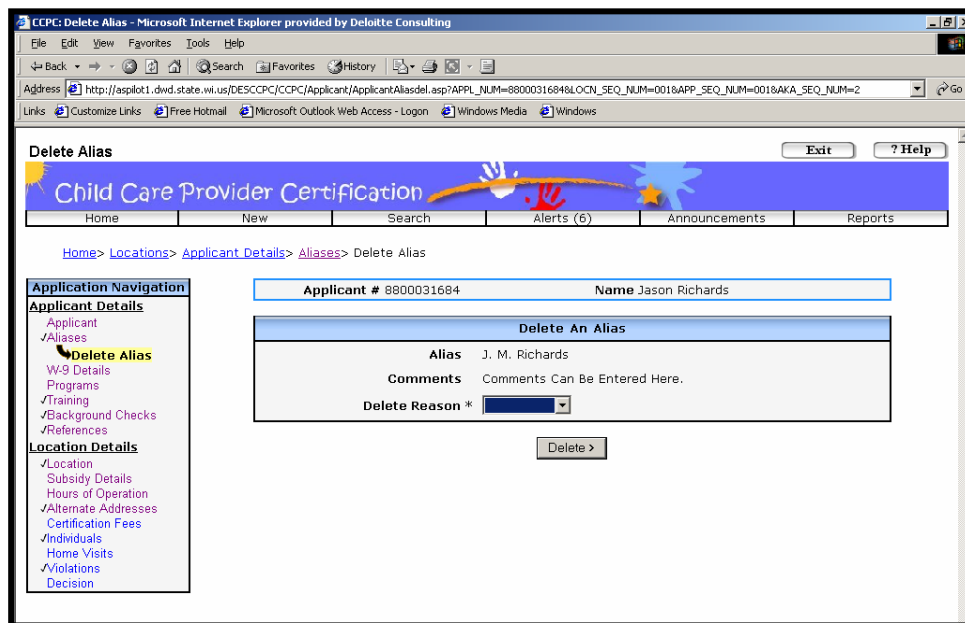


Figure 18

The user must then choose the Delete Reason Code from the Delete Reason dropdown box and then click on the 'Delete' button to delete the Alias. The user will be taken back to the Aliases Screen and will notice that the alias s/he has just deleted no longer appears on this page.

Comment Fields

Throughout many of the screens in CCPC, a Comments field is available for users to enter any additional information pertaining to the applicant or location of care. The Comments box usually allows a maximum of 150 characters, and users can refer to the Current Length counter at the bottom of the field to see how many characters they have typed (Figure 19).

CCPC: Applicant - Microsoft Internet Explorer provided by Deloitte Consulting

Address: http://asplct1.dwd.state.wi.us/descpc/ccpc/applicant/applicantextendedinfo.asp?APPL_NUM=6800031684&LOCN_SEQ_NUM=001&APP_SEQ_NUM=001

Street Number: 433

Unit:

Direction: West

Street/Rural Rt/Box#: Washington

Suffix:

Quadrant:

Apt#:

Address Line 2:

City: Madison

State: Wisconsin

ZIP Code: 53703

County: Dane County

Comments: I am typing comments here.

Maximum Length: 150 Current Length: 26

Next >

The Current Length counter

Figure 19

If a user enters more than 150 characters in the Comments box and clicks one of the navigational buttons, an error message will be generated (see Figure 20).

Error - The Following Problems Have Occurred

Comments: This field must be at most 150 characters/digits.

Figure 20

Note to Users:

CCPC will automatically capitalize the first letter of every word typed in fields that accept alphabetic characters (i.e. the Comments field).

Creating a New Application

To begin a new application, click on the 'New' link on the CCPC Home Page or the 'New' link across the horizontal navigation menu. Clicking on the 'New' link will take users to the 'New Applicant' page (Figure 21). It is important for the certification worker to enter a new application into CCPC within 30 days after receiving the paper application.

CCPC: New Applicant - Microsoft Internet Explorer provided by Deloitte Consulting

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address C:\Documents and Settings\Winner\Desktop\CCPC\Views\ApplicantBasic.mht

Links Customize Links Free Hotmail Microsoft Outlook Web Access - Logon Windows Media Windows

New Applicant Exit ? Help

Child Care Provider Certification

Home New Search Alerts (10) Announcements Reports

Home > New Applicant

Applicant Basic Details

First Name *

Middle Initial

Last Name *

Business Name

Tax ID Number Type * ☐ SSN ☐ FEIN

Tax ID Number * (xxx-xx-xxxx)

Date Of Birth * (mm/dd/yyyy)

Next >

Figure 21

The New Applicant screen is used to collect information about the applicant, so CCPC can verify that the applicant's name and Tax ID Number are not already known to CCPC or CCPS. The specific information collected includes: First Name, Middle Initial (Optional), Last Name, Business Name (Optional), Tax ID Number Type (SSN or FEIN), Tax ID Number, and Date of Birth.

Once the user types the information and clicks on the 'Next' button, one of two things can happen. CCPC will either return a list of applicant names that it believes to be possible matches for the current applicant or, if there are no matches in the system, CCPC will take the user to the Location Details screen.

When CCPC returns a list of possible matches, this screen is known as the Clearance screen (see Figure 22). The user has the option of selecting one of the applicants listed on the Clearance screen or creating a new applicant. The user would choose one of the names returned when s/he believes that CCPC has returned an individual who matches the identity of the applicant. The user would continue with creating a new application if CCPC returns a list of names, but this list does not include the applicant. If CCPC does not find anyone whom it believes to be a match, then the user will bypass the Clearance screen and be taken directly to the Location Details page to continue with a new applicant.

The screenshot shows the 'Clearance' screen in a Microsoft Internet Explorer browser window. The page has a blue header with 'Child Care Provider Certification' and navigation links: Home, New, Search, Alerts (6), Announcements, and Reports. Below the header, there's a breadcrumb trail: Home > New Applicant > Clearance. The main content area is divided into two sections. The first section, 'You Entered', contains a table with the following data:

Name	Tax ID Number	Business Name	Date Of Birth
Robert Kinner	S 887676332		10/06/1965

The second section, 'List Of Possible Matches', contains a table with the following data:

Applicant Number	Name	Tax ID Number	Business Name	Date Of Birth	Provider Number	Score %
6800031569	Robert Kinner	S 362589632	Family First	10/06/1948	0800036960	075

Below the 'List Of Possible Matches' table is a button labeled 'Continue with new applicant >'.

Figure 22

In order to prevent duplicate instances of the same applicant in CCPC, the system will not allow the user to proceed with a new applicant if there is a direct match on the Tax ID Number and Tax ID Number Type. A direct match is indicated by the 'Score %' of 100 in the "List of Possible Matches" section (see Figure 23).

The user will, however, be able to create new locations of care for this applicant and modify details for existing locations.

The screenshot shows the 'Clearance' screen in a Microsoft Internet Explorer browser window. The page has a blue header with 'Child Care Provider Certification' and navigation links: Home, New, Search, Alerts (6), Announcements, and Reports. Below the header, there's a breadcrumb trail: Home > New Applicant > Clearance. The main content area is divided into two sections. The first section, 'You Entered', contains a table with the following data:

Name	Tax ID Number	Business Name	Date Of Birth
Robert Kinner	S 362589632		10/06/1948

The second section, 'List Of Possible Matches', contains a table with the following data:

Applicant Number	Name	Tax ID Number	Business Name	Date Of Birth	Provider Number	Score %
6800031569	Robert Kinner	S 362589632	Family First	10/06/1948	0800036960	100

The 'Score %' of 100 in the 'List Of Possible Matches' table is circled in red, indicating a direct match.

Figure 23

Note to Users:

It is very important to be certain that the new applicant is not the same person as an existing applicant within the system. Before continuing with a new applicant, verify that none of the possible matches are the same person as the new applicant. The system can only prevent duplicate entries when there is a 100% match on the applicant's Tax ID Number and Tax ID Number Type.

Continue With New Applicant

If users select to 'Continue with New Applicant', then s/he will be prompted to enter basic application details on the Location screen. These basic application details include:

- The type of application (Family or School Age)
- The location of care (location name and address details)
- The location contact information
- The Child Care Center Information

The Child Care Center Information section of this screen is dynamic, depending on what value the user selects in the Application Type dropdown box. If the user chooses 'School Age Children' as the application type, then the following fields will appear in the Child Care Information section: Type of Care and Maximum Capacity. If the user chooses 'Family' as the application type, then questions regarding whether or not the applicant rents the property will appear. Figures 24 and 25 below show the bottom part of the Location screen for each type of application.

Family
Figure 24**School Age Children**
Figure 25

Important:

Before clicking the 'save and continue' button on the bottom of this page, make sure that the 'application type' is correct. Once the page has been saved, the user cannot delete or change the type. If you use the wheel on your mouse, the values in drop down boxes sometimes change without your knowledge.

Only fields with an asterisk (*) are required to complete the screen. The following table lists the fields on this screen and provides a brief description of what should be entered in each.

Field	Description
Application Type	Choose proper type from the dropdown box, which can be either Family or School Age Children.
Application Begin Date	Automatically fills in with the date that the application was started.
Application Received Date	Enter the date the application was received in the mail. This date must be within 30 days of the Application Begin Date. The certificate (and the subsidy payment) can be backdated to this date.
Location Name	Enter the applicant's name for Family Type applications or enter the business name for School Age Type applications.
Number	Enter the street number for the location of care.
Unit	Use this only when there is an overflow of numbers from the 'Number' field.
Dir	Choose the direction from the dropdown box.
ST/Rural RT/Box#	Enter the Street Name, Rural RT or BOX # of the location of care.
SFX	Choose the correct suffix from the dropdown box.
Quad	Choose the quadrant from the dropdown box.
Apt #	Enter the apartment number of the location of care, if applicable.
Address Line 2	Enter any additional information that would assist in delivering mail to the applicant.
City	Enter the name of the city in which the location of care exists.
State	Defaults to Wisconsin
Zip Code	Enter the zip code in which the location of care exists.
Location County	Choose the correct county from the dropdown box. The system only allows users to choose counties for which they have been given access to certify in.
First Name	Enter the first name of the primary contact for the location of care.
Middle Initial	Enter the middle initial of the primary contact for the location of care.
Last Name	Enter the last name of the primary contact for the location of care.
Suffix	Enter the suffix of the primary contact for the location of care (Jr., Sr.).
E-Mail	Enter the E-mail address of the primary contact for the location of care.
Primary	Enter the main phone number of the primary contact for the location of care.
Secondary	Enter the secondary phone number of the primary contact for the location of care.
Pager	Enter the pager number of the primary contact for the location of care.

Field	Description
Type of Care	Check the box next to the appropriate type of care the applicant provides (this field is for 'School Age Children' applications only). Choices for this field include Before and After School Care, Summer Care for School Age Children, Full Time, and Part Time.
Maximum Capacity	Enter the maximum number of children that the facility can accommodate (this field is for 'School Age Children' applications only).
Public Water	Choose Yes, if location has public water. Choose No, if location does not have public water.
Date of Water Test	If the location does not have public water, then enter the date that the water was tested.
Do you rent the property where the care will be provided?	Choose Yes, if applicant rents the location of care. Otherwise, choose No (This field is for 'Family' type applications only. Enter 'no' for inhome providers because the usually the parent is the tenant in those cases).
Date permission to operate a child care service from the residence received	If applicant rents the location of care, then enter the date that the certification agency received the "Landlord Permission" form (this field is for 'Family' type applications only.)
Do you hold a license/certificate to care for children and/or adults?	Choose Yes, if applicant holds a license/certificate to care for children or adults. Otherwise, choose No.
Date of license/certificate information received	If applicant holds a license/certificate to care for children or adults, enter the date that the certification agency received the 'regulatory agency approval to operate Child Care business' form.

Table 3

Note to Users:

Make sure that the location address does not have any errors in it. Once the certification has been granted to a location, the location address screens will be locked. If an error is found after granting certification, email the error details to Child Care Section staff to be corrected.

After the user enters the Application Details, the Location Address, the Location Contact Details and the Child Care Center Information on the Location Details screen, s/he should click on the 'Save and Continue' button to save the information. At this point, CCPC will assign an applicant number and a location number. Users can use this applicant number later to search for the individual on the Search screen. CCPC will also display the Applicant screen with some of the fields filled in based on what the user entered on the Location Details screen. The user can choose to complete this screen or can complete the rest of the application details in any order that is desired by clicking on one of the links in the Application Navigation Menu. Directions for completing each screen are described in later sections.

Selecting an Applicant Returned by the System

If CCPC returns a match for the applicant on the Clearance screen, the user should click on the Applicant Number of the match. A listing of all locations associated with the applicant will be displayed on the Locations screen. In the example below, the applicant is associated with three locations called Sugar and Spice Day Care.

The screenshot shows the 'Locations' screen in the CCPC system. At the top, there is a navigation bar with 'Home', 'New', 'Search', 'Alerts (7)', 'Announcements', and 'Reports'. Below this is a breadcrumb trail: 'Home > Search > Locations'. The main content area is divided into two sections. The first section, 'Applicant Details', shows the following information: Applicant Number 6800011568, Tax ID Number 62252141, Date Of Birth, Name Sugar And Spice Day Care, Tax ID Number Type FEIN, and a 'Modify' button. The second section, 'Locations For This Applicant', is a table with columns: Location Number, Address, Application Status, Category, Category Status, Category Begin Date, Category End Date, and Category Option. It lists three locations, all named 'Sugar And Spice Day Care' with the same address (835 Milford, Milwaukee WI 53333, Milwaukee County, 608-283-3030). Location 003 has a 'Conversion' button. Location 002 also has a 'Conversion' button. Location 001 has an 'Application Pending' status. At the bottom of the table is a '+New Location' link.

Applicant Details							
Applicant Number 6800011568		Name Sugar And Spice Day Care					
Tax ID Number 62252141		Tax ID Number Type FEIN					
Date Of Birth		Modify					

Locations For This Applicant							
Location Number	Address	Application Status	Category	Category Status	Category Begin Date	Category End Date	Category Option
003	Sugar And Spice Day Care 835 Milford Milwaukee WI 53333 Milwaukee County 608-283-3030						Conversion
002	Sugar And Spice Day Care 578 Argon Milwaukee WI 53333 Milwaukee County 608-283-3030						Conversion
001	Sugar And Spice Day Care 256 W Main Milwaukee WI 53333 Milwaukee County 608-283-3030	Application Pending					

[+New Location](#)

Figure 26

From the Locations Screen the user will be able to do at least one of the four following activities:

- Modify the applicant's details if the applicant has already been converted from CCPS or has already been created in CCPC.
- Convert the location details to CCPC if the location exists in CCPS but has not been set-up in CCPC.
- Select a location to display a list of applications associated with the location.
- Create an application for a new location.

Modifying the Applicant's Details

To modify the applicant's details, the user should click on the 'Modify' button in the Applicant Details box.

The screenshot shows the 'Locations' screen in the 'Child Care Provider Certification' system. The top navigation bar includes 'Home', 'New', 'Search', 'Alerts (7)', 'Announcements', and 'Reports'. Below the navigation bar, the 'Applicant Details' section displays the following information:

Applicant Number 6800011568	Name Sugar And Spice Day Care
Tax ID Number 622252141	Tax ID Number Type FEIN
Date Of Birth	

A 'Modify' button is located to the right of the 'Applicant Details' section. Below this, the 'Locations For This Applicant' section contains a table with the following columns: Location Number, Address, Application Status, Category Status, Category Begin Date, Category End Date, and Option. The table lists two locations:

Location Number	Address	Application Status	Category Status	Category Begin Date	Category End Date	Option
003	Sugar And Spice Day Care 835 Milford Milwaukee WI 53333 Milwaukee County 608-283-3030					Conversion
002	Sugar And Spice Day Care 578 Argon Milwaukee WI 53333					Conversion

Figure 27

The user will be taken to the Applicant screen where s/he can modify the applicant's personal information and applicant's address. Other details, such as, Aliases, W-9 Details, Programs, Training, Background Checks, and References, can also be modified by clicking on the appropriate link in the Application Navigation Menu. The user should remember to click on the navigational buttons to save any information that has been modified on a screen.

Converting the Location Details to CCPC

The user will notice in Figure 28 that locations 002 and 003 have a conversion button in the Option column.

This screenshot is identical to Figure 27, showing the 'Locations' screen. The 'Applicant Details' section is the same. The 'Locations For This Applicant' table is also the same, but the 'Option' column for both locations (002 and 003) now displays a 'Conversion' button, indicating that the location details are stored in CCPS but have not been shared with CCPC.

Figure 28

When there is a Conversion button next to a location, it indicates that the location details are stored in CCPS, but have not been "shared" with CCPC. The user should click on the Conversion button to start the process of CCPS sharing information with CCPC. When the user clicks on the Conversion button, the following will occur:

- If a category is ongoing or has ended during the previous twelve months, the provider, location, and category details will be brought over to CCPC. The user will be able to enter and/or modify the provider, location, and category details; however, the user will not be able to create a new category for the Conversion application. The application will remain in “Conversion” status indefinitely.

Note to Users:

Do not delete a category of a conversion status provider! If the category is deleted, it is impossible to create a new one without initiating a new application.

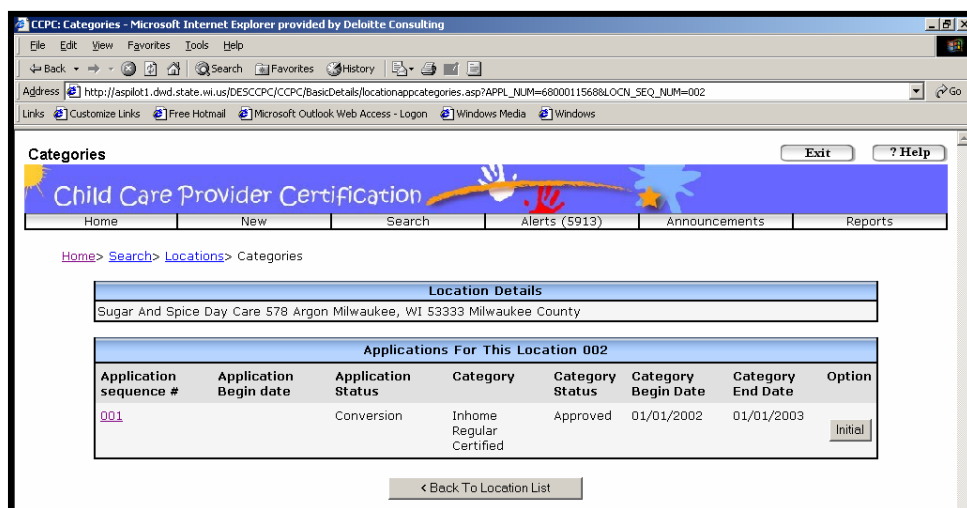


Figure 29

From the Categories screen, Figure 29, (accessed by clicking on the location number on the Locations screen), the user will then have the option of beginning an “Initial” application from the “Conversion” application. The user should click on the Initial button. This process will pull forward the existing provider and location details into the new application (see Figure 30, Application Sequence # 002). CCPC will enforce that all required elements are completed in order for a new certification to be granted.



Figure 30

Once the new application has been started, only the category details of Application Sequence # 001 will be updateable. All applicant and location details will become non-updateable.

The user will notice that a new Application Sequence Number link is added to the screen. By clicking on this link, the user is taken to the Applicant screen where some mandatory information needs to be entered. This information is not collected in CCPS and is critical for processing an application in CCPC. From here on, the process is similar to setting up a new applicant in CCPC, except that some data that was collected in CCPS will be pre-populated into the application.

If there is an ongoing certification for an applicant in CCPS, then the user cannot set up a new application until this certification ends. In such situations, s/he will not see the 'Initial' button under the options column. However, the user can update the certification information through CCPC by clicking on the Application Sequence Number link.

- If a category did not exist during the previous twelve months, only the provider and locations details will be brought over to CCPC.

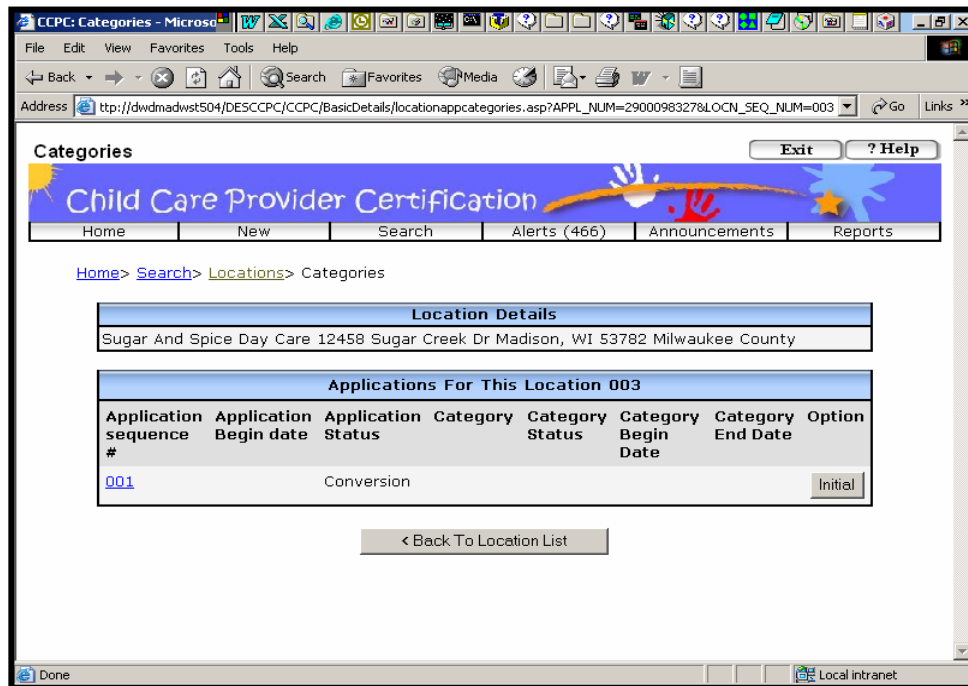


Figure 31

Click on the initial button to create a new sequence number and begin a new application. Once again, the details in Application Sequence #001 will become non-updateable.

Selecting a Location

The user will be able to edit existing applications, recertify an existing application, or begin a new application if the recertification option is not available. The recertification option will only be available for provider locations with an approved application within CCPC that has a current category.

1. The user will be able to edit an application while the application is in 'Pending' status or if the application is in 'Approved' status and a current certified category exists (i.e. the current date falls within a certified category begin and end date). The user will also be able to update applications in "Conversion" status. Users will only be able to modify existing categories. The system will not allow the user to create a new category. Once a recertification has been initiated for an application, only the category details (category, restrictions, and conditions) will be updateable for the previous application.
2. The user will be able to recertify an application if the provider location is in "Approved" status within CCPC and a current category exists. The recertification option will pull forward the existing provider and location details into the new application from the previous application. All of the business rules pertaining to recertification will be enforced for the application.
3. The user will be able to create a new application for an existing location if the recertification option is not available. The new application option will pull forward the existing provider and location details into the new application from the previous application. All of the business rules pertaining to an initial application will be enforced for the new application. The location number will remain the same.

Creating an Application for a New Location

This is what needs to be done if a provider moves to a new location:

A. Providers, who are informing the certification agency BEFORE a move:

- 1) End-date the current category effective the actual move date. Leave the category status as 'approved'.
- 2) If the move date is within the next 90 days, there will be a 'recertify' button displayed on the 'categories' screen ('initial' button for providers who are in conversion status). Once the application form for the new location has been received, click on the 'recertify' or 'initial' button to start a new application. The system allows the certifier to update the location address. Process the application as usual.
- 3) Enter the current address on the 'Alternate Address' screen with the effective END date as the actual move date. This will ensure that the provider will get subsidy payments, attendance reports and notices at the current address until they move to the new address.

B: Providers, who are informing the certification agency AFTER a move:

- 1) Have the provider submit an application that lists the new address ASAP.
- 2) Once the application is received, end date the category. Leave the category status as 'approved'.
- 3) An 'initial' button is visible after the category has been ended. Click on the 'initial' button to start a new application. The system allows the certifier to change the address now.

In both scenarios above, depending on how long the certifier takes to finish this process, the authorizations for subsidized children will either be re-assigned to the new category or would have to be re-entered again after the new location is approved. The new application can be backdated once the relocation process is completed.

C: If you want to avoid authorizations from ending do the following:

- 1) When provider informs the certifier about an address change, have the provider submit an application.
- 2) Add the new address on the 'alternative addresses' page with the correct move date as 'begin date' so the subsidy documents are sent to the new address.
- 3) Complete the entire relocation process (home visit, etc)
- 4) End date the category with an old address effective today's date, which causes the 'initial' button to show up on 'categories' page. Leave the category status as 'approved'.
- 4) Process the new application as usual.

Opening a 2nd location:

Occasionally, there are providers who want to be certified in two different locations. A 2nd location must be created in these cases. To do this, the user should click on the 'New Location' link on the Locations screen (see Figure 32). The user will be able to create a new location of care and subsequent application details.

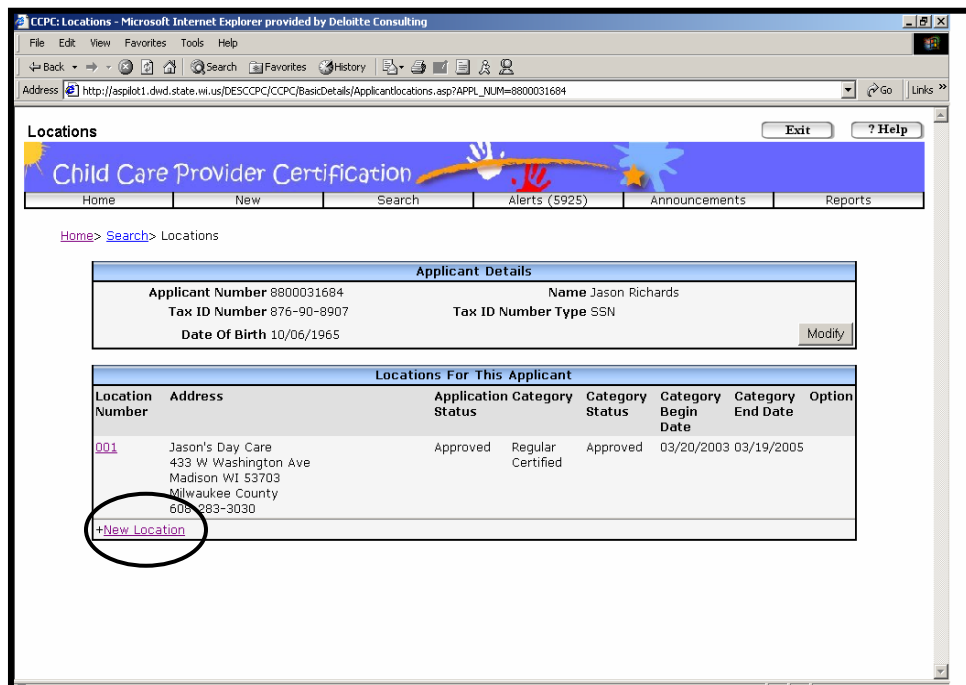


Figure 32

Clicking on this link will take the user to the New Locations screen where s/he will be prompted to enter application details, the location address, location contact details, and child care center information (see the 'Continuing with New Applicant' section above.) The user should click the Next button after entering in the new location details to save the information. If, at this point, the user goes back to the Locations screen, the new location of care will be added (see Figure 33).

CCPC:Locations - Microsoft Internet Explorer provided by Deloitte Consulting

File Edit View Favorites Tools Help

Address http://asplink1.dwd.state.wi.us/descpc/ccpc/basicdetails/applicantlocations.asp?APPL_NUM=8800031684 Go Links

Locations [Exit](#) [? Help](#)

Child Care Provider Certification

[Home](#) [New](#) [Search](#) [Alerts \(5925\)](#) [Announcements](#) [Reports](#)

[Home](#) > [Search](#) > Locations

Applicant Details						
Applicant Number 8800031684	Name Jason Richards					
Tax ID Number 876-90-8907	Tax ID Number Type SSN					
Date Of Birth 10/06/1965	Modify					

Locations For This Applicant						
Location Number	Address	Application Status	Category Status	Category Begin Date	Category End Date	Option
002	Jack's Place Wilson Madison WI 53703 Milwaukee County 765-098-6754	Application Pending				
001	Jason's Day Care 433 W Washington Ave Madison WI 53703 Milwaukee County 608-283-3030	Approved	Regular Certified	Approved	03/20/2003 03/19/2005	
+New Location						

Figure 33

If a provider relocates to another county. The certifier at the receiving county should search for the provider and click on the “New Location” link to start a new certification application. The certifier at the transferring county should make sure that the category in his/her county has been end-dated.

Performing a Search

CCPC users can perform a search to find applications for applicants whose information has already been entered into CCPC or CCPS; however the way that the user accesses the information will be slightly different depending on which system the applicant's information was entered into first.

To search for an existing applicant, click on the 'Search' link on the CCPC Home Page or the 'Search' link across the horizontal navigation menu, which is displayed throughout all pages of the application (see Figure 34).

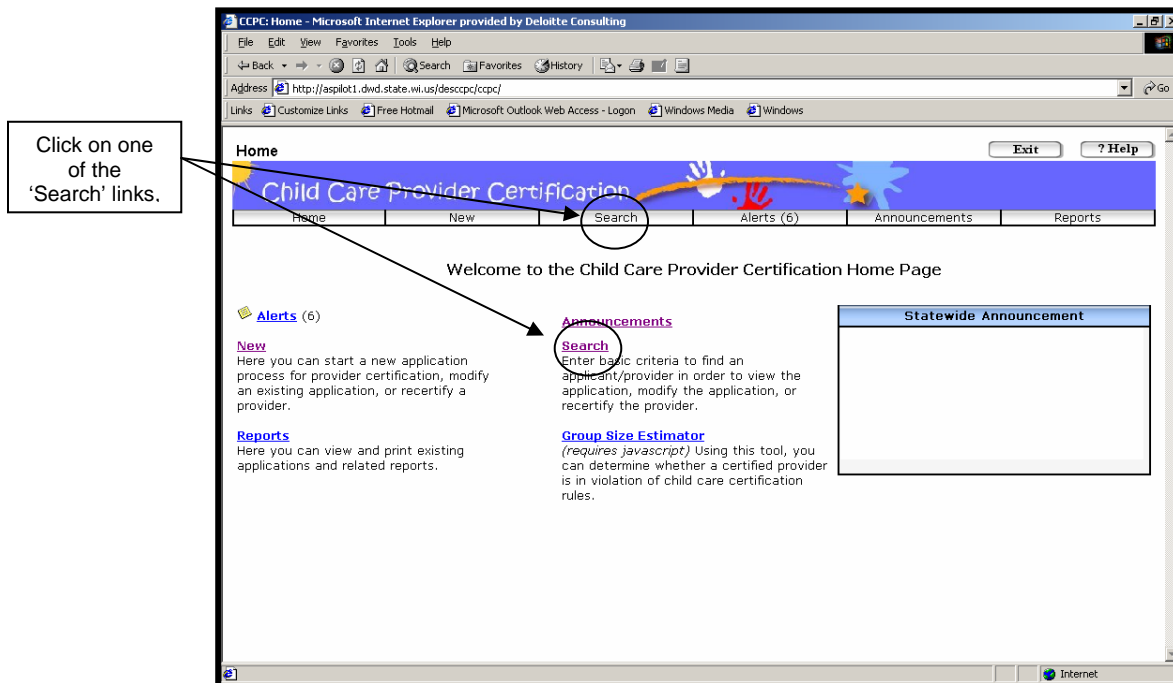


Figure 34

The user will then be taken to the Search Screen (see Figure 35) where the user must provide at least one of the following in order to search for an existing applicant or provider:

- Applicant or Provider Name (Both First and Last Name)
- Business Name
- Tax ID Number and Tax ID Number Type
- Provider Number
- Applicant Number

Note to Users:

The more search criteria used, the more restrictive the search results will be.

Once the user has provided the search criteria, the user should click on the Search button.

CCPC Search - Microsoft Internet Explorer provided by Deloitte Consulting

File Edit View Favorites Tools Help

Address <http://asplott1.dwd.state.wi.us/DESCCPC/CCPC/BasicDetails/Applicantsearch.asp>

Links [Customize Links](#) [Free Hotmail](#) [Microsoft Outlook Web Access - Logon](#) [Windows Media](#) [Windows](#)

Search Exit ? Help

Child Care Provider Certification

Home New Search Alerts (6) Announcements Reports

[Home](#) > Search

Applicant Search Criteria

First Name

Last Name

Business Name

Tax ID Number (SSN: xxx-xx-xxxx)(FEIN: xxx-xxxxxxx)

Applicant Number

Provider Number

Figure 35

CCPC will return the information that the user entered and a list of possible matches for the criteria that s/he entered. In Figure 36, the search was done using the First and Last Name of the applicant (Jason Richards).

CCPC Search - Microsoft Internet Explorer provided by Deloitte Consulting

File Edit View Favorites Tools Help

Address <http://asplott1.dwd.state.wi.us/DESCCPC/CCPC/BasicDetails/Applicantsearch.asp>

Links [Customize Links](#) [Free Hotmail](#) [Microsoft Outlook Web Access - Logon](#) [Windows Media](#) [Windows](#)

Search Exit ? Help

Child Care Provider Certification

Home New Search Alerts (6) Announcements Reports

[Home](#) > Search

You Entered

Name	Tax ID Number	Business Name	Applicant Number	Provider Number
Jason Richards				

List Of Possible Matches

Applicant Number	Name	Tax ID Number	Business Name	Provider Number
8800031684	Jason Richards	S 876908907		

Figure 36

If CCPC cannot find anyone who matches the criteria that the user entered, it will return the message: “There are no possible matches found”. The user can simply click on the ‘Search’ link to return to the Search screen and enter new search criteria.

If CCPC returns the intended individual, the user can click on the Applicant Number link of that individual to modify the application for a location associated with the applicant. Clicking on the Applicant Number link will take the user to a list of locations associated with that applicant (see Figure 37).

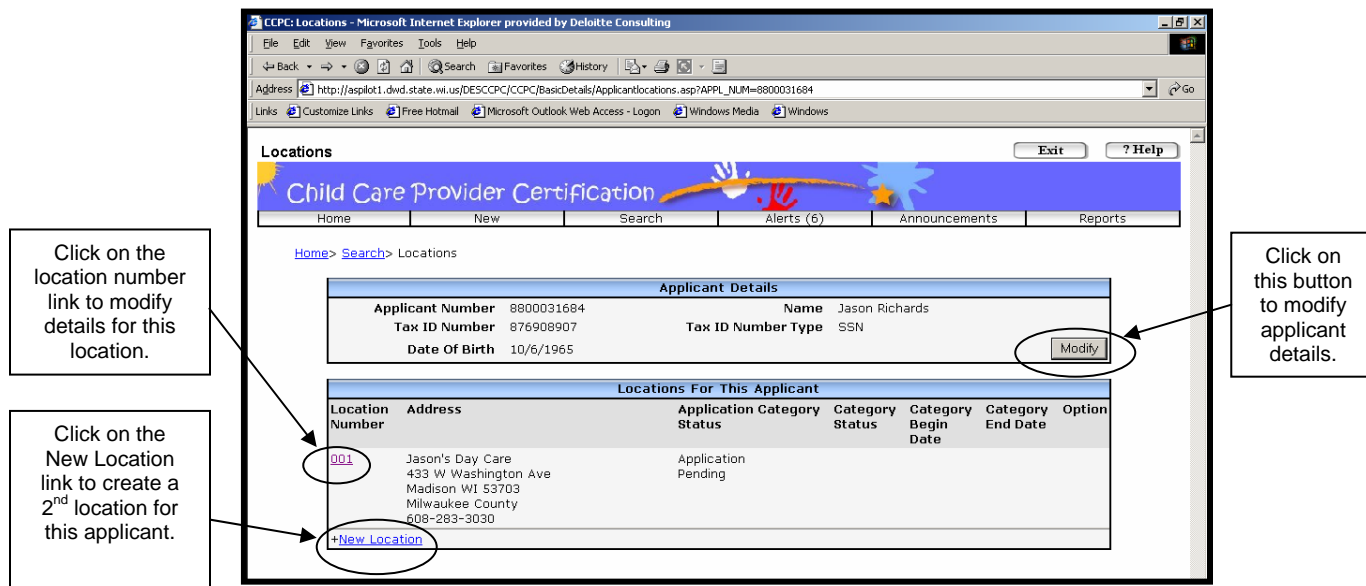


Figure 37

From this screen, users have the ability to modify Applicant Details by clicking on the “Modify” button.

If the user wishes to add a new location of care for this particular applicant, s/he would click on the ‘New Location’ link located at the bottom of the screen. After clicking on this link, the user will be directed to the New Location Details screen where s/he will be able to enter the details pertaining to the new location of care. For more information about the Location Details screen, refer to the ‘Creating a New Application’ section of this user guide.

To modify the information for an existing location associated with the applicant, the user should click on the location number of the location of care that s/he wishes to modify. CCPC will then direct the user to the Categories screen with a list of all the applications and their associated categories for the particular location (see Figure 38). The user can then click on the Application Sequence # to modify details for the particular application/category.

The table below summarizes the navigation options on the Locations screen.

Link/Button	Description
Modify Button	Takes the user to the Applicant screen and allows the user to modify applicant details.
Location Number link	Allows the user to update information for an existing location of care.
New Location link	Allows the user to add a location of care associated with the applicant.

Table 4

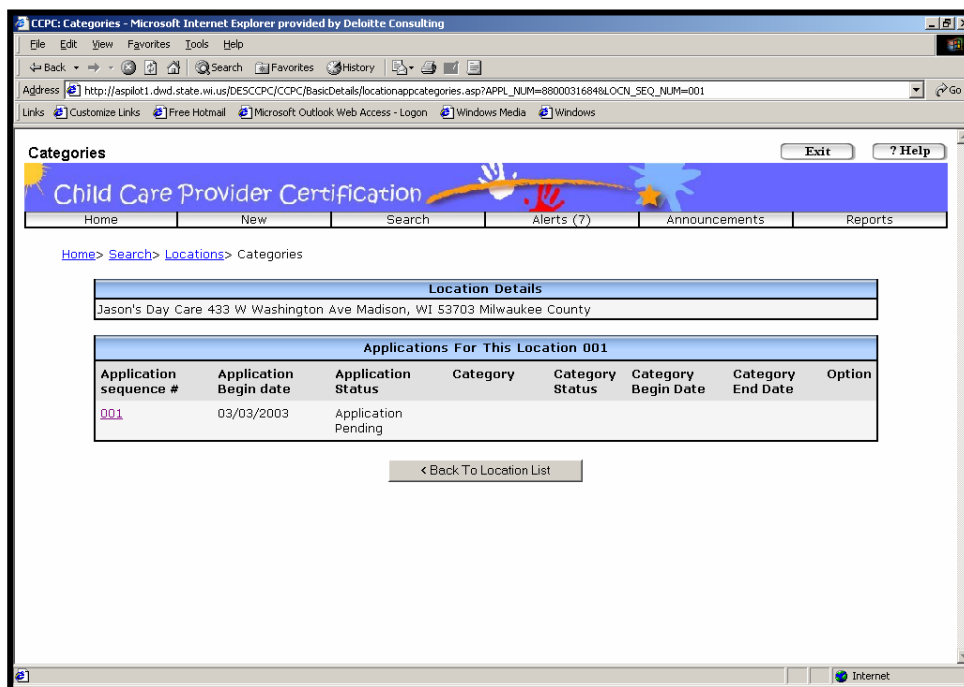


Figure 38

The Categories screen shows the following information:

Information	Description
Location Details	Displays the name and address of the location of care.
Application Sequence #	This number will be a link that takes the user to the Location screen for that particular application. The number signifies the application sequence (i.e. if this is the applicant's first application, the number will be '001').
Application Begin Date	The date that the application was created in CCPC.
Application Status	Displays the status of the application.
Category	The category that was assigned to the location of care.
Category Status	The status of the category
Category Begin Date	The date that the category became effective

Information	Description
Category End Date	The date that the category will end
Option	Will contain a Conversion, Recertification, or Initial button, if applicable.

Table 5

Clicking on the Application Sequence # link will take the user to the Location screen, where s/he can update the details for the location of care. Sometimes after the user clicks on an Applicant Number on the Search screen, CCPC returns a list of locations, for which the Location Number is not a link. This can occur for one of two reasons. First, it may be that CCPC has found a location with an associated applicant who has data within CCPS that need to be 'Converted' or brought over to CCPC. Earlier in this manual, it was mentioned that CCPC and CCPS share information; however, for an individual who has information in CCPS that was entered before CCPC was created, the data must be brought over to CCPC by using the 'Conversion' button located in the Option column of the Locations screen. This must be done before details can be modified in CCPC for the particular location of care. For more information on the Conversion button and how to use it, refer to the "Creating a New Application" section.

Another reason the Location Number will not be a link is if a user in one county pulls up another county provider on the Search screen. For example, this will occur if a certifier in Adams county searches for an applicant and the Search screen returns a provider who was certified in Wood county. The Adams county certifier cannot update this provider's details; therefore the Location Number for this provider will not be a link.

Figure 39 shows the Locations screen for an applicant who has information in CCPS for two locations of care (location 002 and 003). The Conversion button appears in the Option column for these two locations of care.

CCPC: Locations - Microsoft Internet Explorer provided by Deloitte Consulting

File Edit View Favorites Tools Help

Locations [Exit](#) [? Help](#)

Child Care Provider Certification

[Home](#) [New](#) [Search](#) [Alerts \(7\)](#) [Announcements](#) [Reports](#)

[Home](#) > [Search](#) > Locations

Applicant Details			
Applicant Number	6800011568	Name	Sugar And Spice Day Care
Tax ID Number	622252141	Tax ID Number Type	FEIN
Date Of Birth			Modify

Locations For This Applicant						
Location Number	Address	Application Status	Category Status	Category Begin Date	Category End Date	Option
003	Sugar And Spice Day Care 835 Milford Milwaukee WI 53333 Milwaukee County 608-283-3030					Conversion
002	Sugar And Spice Day Care 578 Argon Milwaukee WI 53333 Milwaukee County 608-283-3030					Conversion
001	Sugar And Spice Day Care 256 W Main Milwaukee WI 53333 Milwaukee County 608-283-3030	Application Pending				

[+New Location](#)

Figure 39

Announcements

Users of CCPC have the ability to view both statewide and county-specific announcements. When the certification worker logs into CCPC, the most current announcements will be displayed on the Home Page along with the date each announcement was posted. All announcements (current and previous) can be viewed by clicking on the 'Announcements' link on the CCPC Home Page and can also be accessed from anywhere in the application by clicking on the 'Announcements' link located along the horizontal navigation menu (see Figure 40).

On the Home Page, there will be a 'Statewide Announcement' box and an Announcement box for each county the user has access to. Only one announcement (the most current) will appear in each of these boxes.

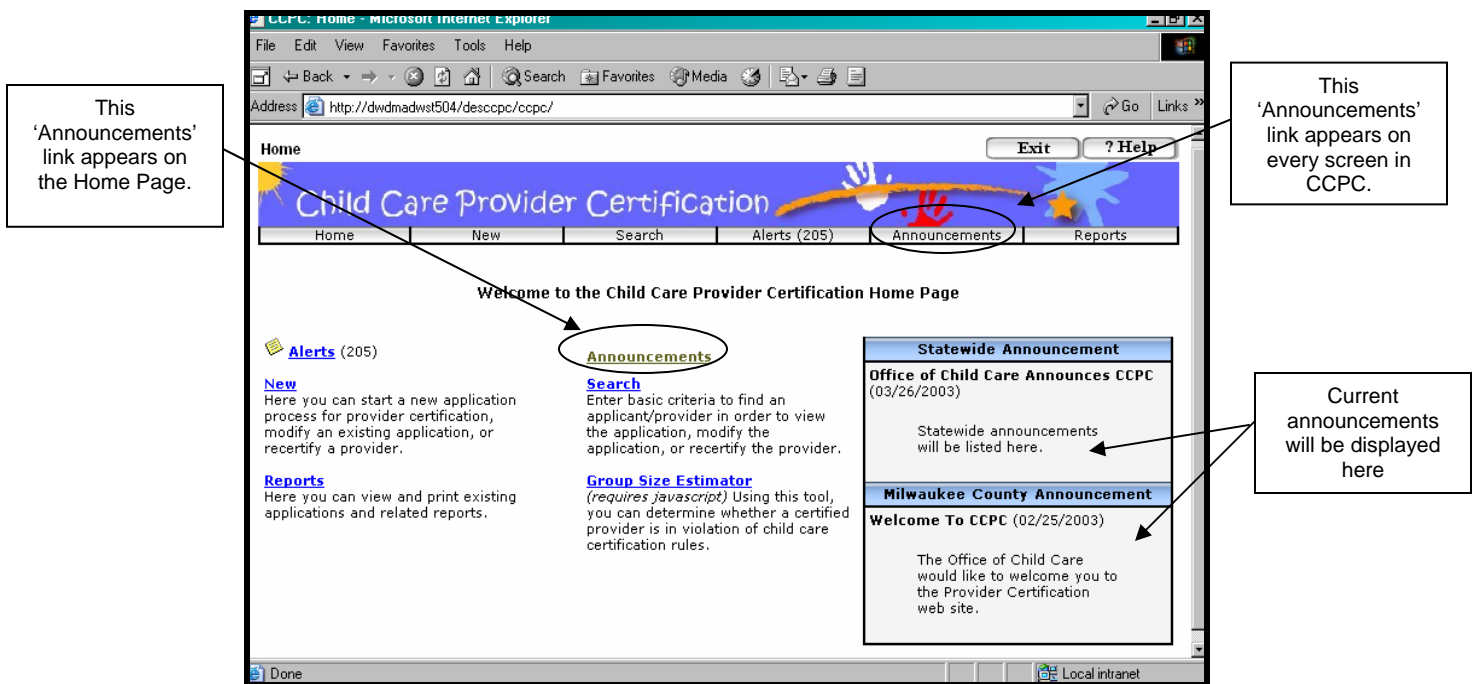


Figure 40

By clicking on one of the 'Announcements' links, users will be able to view a list of all current statewide and county-specific announcements (see Figure 41).

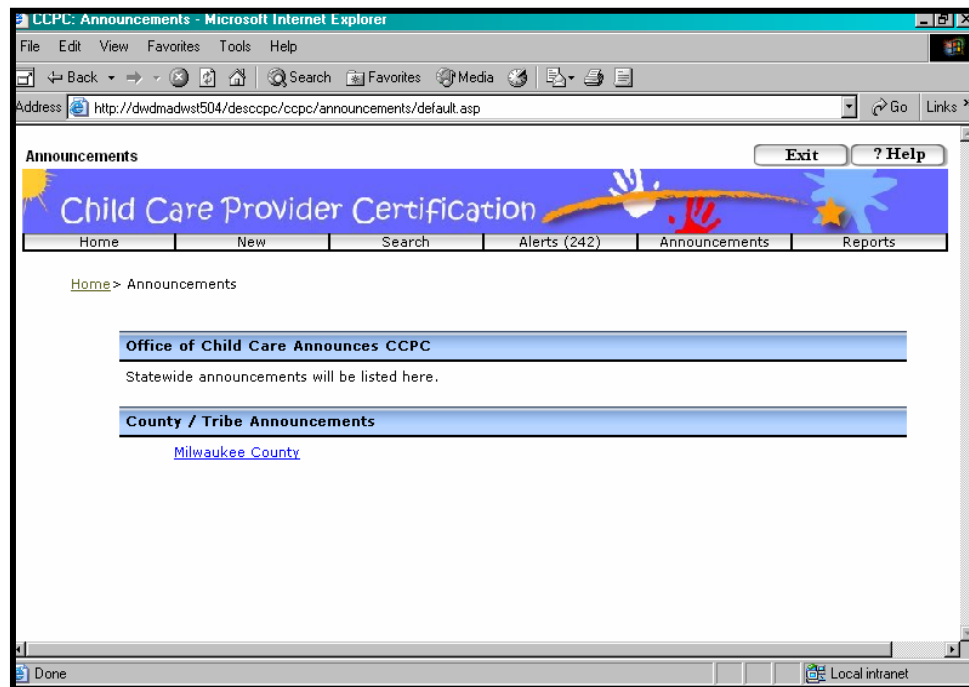


Figure 41

Links for the counties/tribes that have announcements posted will display beneath the 'County/Tribe Announcements' section. Clicking on any of these links will take the user to the specific announcements posted for that county/tribe. In Figure 41 above, only Milwaukee County has announcements posted.

Only DWD Child Care Section staff will have the ability to add, modify, or delete announcements.

Applicant

To create a new application the user must first enter basic applicant details, which can be completed on the Applicant screen (Figure 42). The user is taken to this screen when creating a new applicant and can access this screen anytime by clicking on the "Applicant" link located in the Application Navigation Menu.

Applicant

Child Care Provider Certification

Home New Search Alerts (6) Announcements Reports

Home > Locations > Applicant Details > Applicant

Application Navigation

- Applicant
 - ✓Aliases
 - ✓V-9 Details
 - ✓Programs
 - ✓Training
 - ✓Background Checks
 - ✓References
- Location Details
 - ✓Location
 - ✓Subsidy Details
 - ✓Hours of Operation
 - ✓Alternate Addresses
 - ✓Certification Fees
 - ✓Individuals
 - ✓Home Visits
 - ✓Violations
 - Decision

Applicant # 8800031684 Name Jason Richards

Applicant Information

Business Name

First Name *

Middle Initial

Last Name *

Suffix

Reason For Name Change

Gender * ☐ Male ☐ Female

Race

Date Of Last TB Test (mm/dd/yyyy)

Is A Translator Needed ? * ☐ Yes ☐ No

Translator Language

Applicant Identification

Tax ID Number Type * ☒ SSN ☐ FEIN

Reason For Tax ID Number Type Change

Tax ID Number * (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)

Reason For Tax ID Number Change

Date Of Birth * (mm/dd/yyyy)

Lived Out Of State Within Past 3 Years? * ☐ Yes ☐ No

Discharged From Military Within Past 3 Years? * ☐ Yes ☐ No

Applicant Contact Information

Phone Number (xxx-xxx-xxxx)

E-Mail

Applicant Address

Street Number

Unit

Direction

Street/Rural Rt/Box# *

Suffix

Quadrant

Apt#

Address Line 2

City *

State *

ZIP Code *

County

Comments

Comments

Maximum Length: 150. Current Length: 0

Next >

Figure 42

The information collected on this screen is common for all locations of care pertaining to this applicant. The table below lists the different fields that are on the screen and a brief description of what should be entered in each. When the user has entered all the details, s/he should click on the 'Next' button.

Field	Description
Business Name	Enter the name the business operates under. This field is required if the applicant is identified by a FEIN number rather than an SSN.
First Name	Enter Applicant's First Name (This field is populated from the Applicant Details screen)
Middle Initial	Enter Applicant's Middle Initial (Should be populated from the Applicant Details screen, if entered)
Last Name	Enter Applicant's Last Name (This field is populated from the Applicant Details screen)
Suffix	Enter Applicant's Suffix, if applicable (for example, Jr. or Sr.) (Should be populated from the Applicant Details Screen, if entered)
Reason for Name Change	If applicable, select a reason from the dropdown box as to why the name is changing.
Gender	Choose Male or Female for the gender of the applicant
Race	Choose the applicant's race from the dropdown box.
Date of Last TB Test	Enter the date of the last tuberculosis test that the applicant had. For Family type applications, the TB test date is mandatory.
Is a Translator Needed?	Choose Yes, if the applicant needs a translator, and No, if not.
Translator Language	Choose the appropriate Translator language. If 'Yes' is chosen for 'Is a Translator Needed?', then this field is required to leave the page.
Tax ID Number Type	Should be populated from the information entered on the Applicant Details screen. If a change is needed then, choose SSN or FEIN.
Reason for Tax ID Number Type Change	Select the appropriate reason from the dropdown box. If Tax ID Number Type is changed, this field is required to leave the page.
Tax ID Number	This field should be populated from the information entered on the Applicant Details screen.
Reason for Tax ID Number Change	Select the appropriate reason from the dropdown box. If Tax ID Number is changed, this field is required to leave the page.
Date of Birth	Enter the applicant's Date of Birth. (Should be populated from the Location Details Screen).
Lived Outside of State Within Last 3 Years	Choose Yes or No to answer whether the applicant has lived outside of Wisconsin within the last 3 years.

Field	Description
Discharged from Military Within Last 3 Years	Choose Yes or No to answer whether the applicant has been discharged from the military within the last 3 years.
Phone Number	Enter the applicant's home phone number
E-mail	Enter the applicant's E-mail address.
Street Number	Enter Applicant's home street number
Unit	Use this only when there is an overflow of numbers from ' Street Number' field.
Direction	Choose the direction from the dropdown box
ST/Rural RT/Box#	Enter the Street Name, Rural RT or BOX # of the applicant's home address.
Suffix	Choose the correct suffix from the dropdown box
Quadrant	Choose the quadrant from the dropdown box
Apt #	Enter the applicant's apartment number, if applicable
Address Line 2	Enter any additional information in this field which would assist in delivering mail to the applicant
City	Enter the name of the city in which the applicant's residence is located
State	Enter the name of the state in which the applicant's residence is located. This field defaults to Wisconsin.
Zip Code	Enter the zip code in which the applicant's residence is located
County	Choose the correct county from the dropdown box.

Table 6

Applicant Aliases

The Alias Screen allows the certification worker to enter details about an applicant's alias, if the applicant has one. Aliases are assumed names used by the applicant. To access the Alias screen, the certification worker can click the 'Next' button on the Applicant screen or click on the 'Alias' link in the Application Navigation Menu. Once on the Alias screen, the certification worker can add an Alias by clicking on the blue underlined link entitled 'New Alias'. Once the 'New Alias' link is clicked, the Application Navigation Menu expands to show a black arrow pointing to the New Alias screen, indicating that the certification worker is now on this screen (see Figure 43). Users must type the alias name in the 'Alias' field and can enter a comment in the comment field, if needed. When finished entering the alias and comment, the certification worker should click on the 'Add' button to save the details. After the 'Add' button is clicked, the user will be directed back to the Alias screen with the new Alias details added.

Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes for the Alias screen.

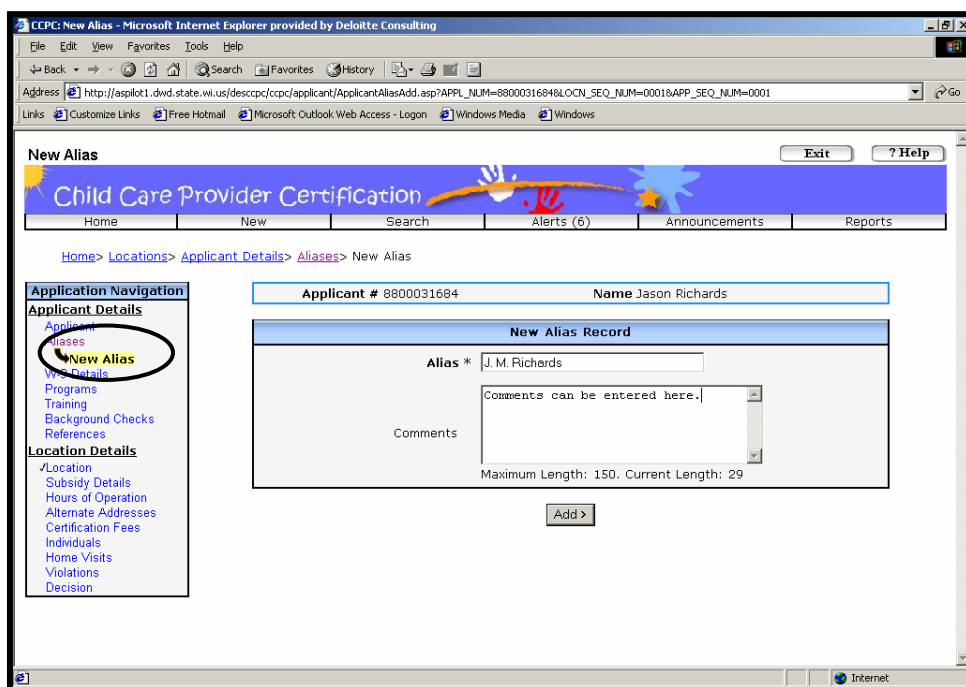


Figure 43

Because the applicant may not have an alias, certification workers do not have to complete the Alias screen in order to approve the application and grant the certification. Likewise, if an applicant has more than one alias, multiple aliases may be stored by the system (Refer to the 'Basic Site Navigation and Use' section for more information.)

The table below lists a description for each field on the Alias screen.

Field	Description
Alias	Enter the applicant's alias (these are assumed names or nicknames for the applicant.)
Comments	Enter comments about the applicant's alias. The maximum number of characters that the certification worker can type in this field is 150.

Table 7

Note to Users:

CCPC does not allow users to query applicants or applications using an alias. If the user wishes to search for an applicant by name, the FULL first and last name of an applicant must be used as search criteria.

W-9 Details

The W-9 Screen allows the certification worker to enter details about an applicant's W-9 information, if the applicant chooses to participate in the Wisconsin Shares program. To access the W-9 Screen, the certification worker can click on the 'Next' button on the Aliases screen or click on the 'W-9 Details' link in the Application Navigation Menu. When finished entering the W-9 details, the certification worker should click on the 'Next' button to save the details.

Figure 44

The information on the W-9 Details screen is not necessary to approve the application and grant the certification. If the certification worker is not familiar with W-9 details, s/he should skip this page.

Field	Description
Individual/Sole Proprietor/Partnership	Clicking the radio button next to this field identifies the provider as an individual, sole proprietor, or partnership. This radio button will be prepopulated as the default value if the applicant is identified by an SSN.
Corporation/Non Profit/Government	Clicking the radio button next to this field identifies the provider as a corporation, non profit agency, or government agency. This radio button will be prepopulated as the default value if the applicant is identified by a FEIN.

Field	Description
Reason for Change	Valid reasons are 'Other Error' or 'Agency Error'. This field is required to leave the page if the user changes the Provider type from Individual/Sole Proprietor/Partnership to Corporation/Non Profit/Government, or vice versa.
Headquarters Location	This field identifies which location number the provider chooses as the headquarters. This field is defaulted to location number '1', but can be changed to another existing location number.
Tax Levy/Wage Claim Outstanding	Identifies whether or not the provider is having money withheld from issuance due to unpaid taxes. This value can be either a 'Yes' or a 'No' and comes from CCPS.
Tax ID Number Type	Displays the Tax ID Number Type for the Location of Care, either SSN or FEIN (Populated from the Location Details screen).
Tax ID Number	Displays the Tax ID Number for the Location of Care (Populated from the Location Details screen).

Table 8

Programs

The Programs screen allows the certification worker to enter details about the applicant's participation in the Child & Adult Care Food Program. The screen also collects details about whether or not the applicant wants to be part of a referral program and have his/her contact information included in public directories. To access the Programs screen, the certification worker can click the 'Next' button on the W-9 screen or click on the 'Programs' link in the Application Navigation Menu. When finished entering the Program details, the certification worker should click the 'Next' button to save the information.

Figure 45

The applicant's program participation details are not required to approve the application and grant the certification. However, if the user answers one of the questions on this page, all fields then become required fields.

Field	Description
Are you a Participant in a Food Program?	Choose Yes or No to indicate whether or not the applicant is a participant in a food program
Do you want to be part of Referral Program?	Choose Yes or No to indicate whether or not the applicant wants to be part of a referral program
Do you want your address listed in public directories?	Choose Yes or No to indicate whether or not the applicant wants to have his/her address listed in public directories
Do you want your phone number listed in public directories?	Choose Yes or No to indicate whether or not the applicant wants to have his/her phone number listed in public directories

Table 9

Training

The Training screen allows the certification worker to enter details about an applicant's training. To access the Training screen, the certification worker can click the 'Next' button on the Programs screen or click on the 'Training' link in the Application Navigation Menu. On the Training screen, the certification worker can add a new training type by clicking on the blue underlined link entitled 'New Training Details'. Once the 'New Training Details' link is clicked, the Application Navigation Menu expands to show a black arrow pointing to the New Training screen, indicating that the certification worker is now on this screen (see Figure 46). Select the training type from the 'Training Type' dropdown box, fill in the 'Hours' and 'Completion Date' fields and enter a comment in the 'Comments' field, if needed. When finished entering the Training details, the certification worker should click on the 'Add' button to save the details. After the 'Add' button is clicked, the user will be directed back to the Training screen with the new training type details added.

Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes for the Training screen.

The training details that are entered for an applicant are shared across all applications for that applicant. Also, multiple training types can be entered for an applicant.

Initial training is required for providers to be 'Regularly' certified. If the applicant has not satisfied the initial training requirement by the time his/her application is

approved, CCPC will enforce that the applicant can only be 'Provisionally' certified.

CCPC will require Sudden Infant Death Syndrome (SIDS) training for applicants who wish to care for children ages twelve (12) months or younger. If the SIDS training is not completed, CCPC will automatically issue an age restriction prohibiting the provider to care for children who are under twelve (12) months of age. The age restriction cannot be deleted until the certifier has entered SIDS training details into CCPC.

CCPC will not require additional training at the time of recertification. However, certifiers are encouraged to enter Continuing Education details.

Field	Description
Training Type	Indicate the type of training the applicant has had. This field is required to leave the page. The table below lists all possible values.
Hours	Indicate the number of hours the applicant spent in the training type that was selected from the Training Type dropdown menu above.
Completion Date	Enter the date that the applicant completed the training listed in the Training Type dropdown menu. This field is required to complete the screen.
Comments	The certifier may enter any additional comments pertaining to the applicant's training in this field.

Table 10

Training Type	Explanation
15hr Course Or Equiv W/O SIDS	15 Hour Course or Equivalent without SIDS
15hr Course Or Equiv W/SIDS	15 Hour Course or Equivalent with SIDS
Continuing Education	Continuing Education
Other	Other
SIDS	SIDS

Table 11

Background Checks

The Background Checks screen allows the certification worker to enter details about an applicant's Background Checks. To access the Background Checks screen, the certification worker can click on the 'Next' button on the Training screen or click on the 'Background Checks' link in the Application Navigation Menu. Once on the Background Checks screen, the certification worker can add a new Background Check type by clicking on the blue underlined link entitled 'New Background Check'. Once this link is clicked, the Application Navigation Menu expands to show a black arrow pointing to the New Check screen, signifying that the certification worker is now on this screen (see Figure 47).

Select the Background Check type from the 'Type of Check' dropdown box, select the status from the 'Status' dropdown box, enter the date requested, and enter a comment in the 'Comments' field, if needed. The 'Date of Next Check' field will automatically fill in with a future date according to predefined rules for the particular type of background check that the user selected. The certification agency is able to change this date if checks are conducted more often than required by law. For example, DHFS and DOJ checks are required every four (4) years, but an agency might want to run these checks at renewal.

When finished entering the Background Check Details, the certification worker should click on the 'Add' button to save the details. After the 'Add' button is clicked, the user will be directed back to the Background Check screen with the new background check details added.

Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes for the Background Checks screen. Once the certification worker receives the background check, s/he should enter the date that s/he received the background check in the 'Date Received' field. The applicant background check details that are entered are shared across all applications for the applicant, and multiple background checks can be entered and saved.

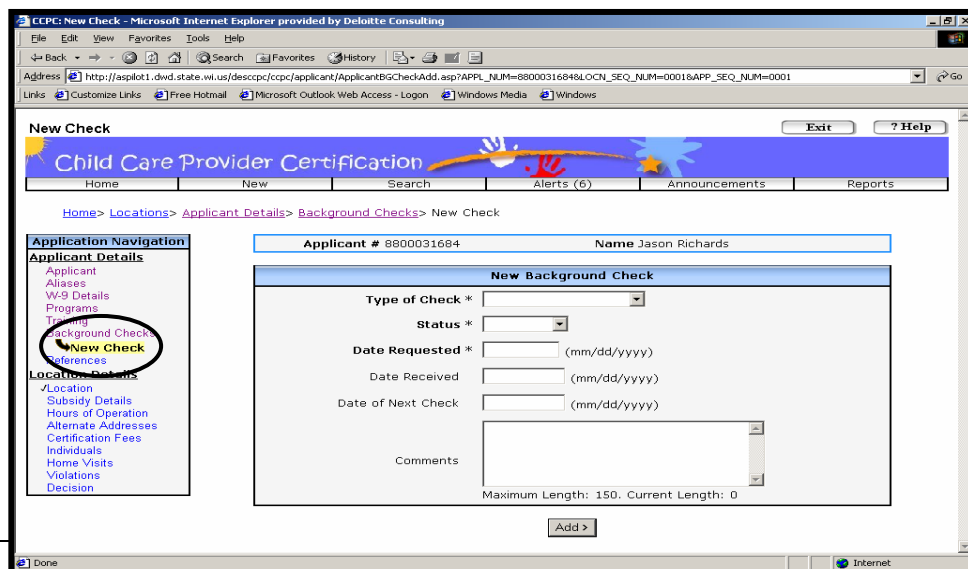


Figure 47

CCPC will enforce that current DHFS, DOJ, and CPS background checks have been completed. A CPS background check is required for all residents and non-resident assistants over the age of ten (10). DHFS and DOJ background checks are required if the individual is 18 years old or greater, or if the individual's age is less than 18 and his/her position does not equal "Not Applicable" (recorded on the Individual screen).

A military discharge background check is only necessary if the applicant has been discharged by the military during the past three (3) years. An out-of-state background check is only necessary if the applicant has lived out of the state during the past three (3) years. However, CCPC will not make the certification worker enter details about these checks before the certification worker can approve the application and grant the certification.

Field	Description
Type of Check	Select the type of background check the user would like to add for this applicant. Possible values for this dropdown are listed in the table below. This field is required to complete the screen. CPS, DHFS and DOJ are required
Status	Enter the status of the background check. Possible values are 'Complete' and 'Pending'. This field is required to complete the screen.
Date Requested	Enter the date the certifier has requested that the background check be performed. This field is required to complete the screen.
Date Received	Enter the date that the background check results were received. This date should be entered in order to indicate that the background check is complete.
Date of Next Check	This field will automatically populate (according to predefined business rules) once the user enters a date in the 'Date Requested' field.
Comments	The certifier may enter any additional comments pertaining to the applicant's background checks in this field.

Table 12

Type of Check	Explanation
Child Protective Services	<ul style="list-style-type: none"> Child Protective Services Required every 2 years
DHFS	<ul style="list-style-type: none"> Department of Health and Family Services Required every 4 years
DOJ	<ul style="list-style-type: none"> Department of Justice Required every 4 years
FBI	<ul style="list-style-type: none"> Federal Bureau of Investigation Optional
Local Law Enforcement	<ul style="list-style-type: none"> Local Law Enforcement Optional
Military	<ul style="list-style-type: none"> Military Required only if applicant was released from the military within 3 years.
Other	<ul style="list-style-type: none"> Other Optional
Out-Of-State	<ul style="list-style-type: none"> Out-of-State Required only if the applicant lived outside of Wisconsin within the last 3 years.

Table 13

Status	Explanation
Complete	Background check has been completed
Pending	Background check is pending

Table 14

References

The References screen allows the certification worker to enter details about an applicant's references. To access the References screen, the certification worker can click on the 'Next' button from the Background Checks screen or click on the 'References' link in the Application Navigation Menu. Once on the References screen, the user can select how many references the applicant has provided from the 'Number of References' dropdown box, fill in the 'Date References Verified' and enter a comment in the 'Comments' field, if needed. When finished entering the References information, the certification worker should click on the 'Next' button to save the details.

CCPC will require at least two (2) references have been entered and verified before an application can be approved and certification granted. The reference details may be entered at any time prior to the application decision.

Figure 48

Field	Description
Number of References	Select the number of references given by the applicant from this dropdown box.
Date References Verified	Enter the date on which the most current reference was verified.
Comments	The certifier may enter any additional comments pertaining to the applicant's references in this field.

Table 15

Applicant Details

The Applicant Details screen is a summary of all applicant information the certification worker has entered for a particular applicant. The information listed on this screen includes W-9 Details, Program Participation, Aliases, Training, Background Checks, and References. This screen can be accessed by clicking on the 'Applicant Details' link located in the Application Navigation Menu.

If the certification worker wishes to correct any of the information being displayed, s/he will have to go to the appropriate screen to make the changes.

Applicant Details

Child Care Provider Certification

Home New Search Alerts (7) Announcements Reports

Home > Locations > Applicant Details

Application Navigation

- Applicant
- Aliases
- W-9 Details
- Programs
- Training
- Background Checks
- References
- Location Details
- Subsidy Details
- Hours of Operation
- Alternate Addresses
- Certification Fees
- Individuals
- Home Visits
- Violations
- Decision

Applicant # 8800031684 Name Jason Richards

W9 Information

Individual/Sole Proprietor/Partnership	Yes
Corporation/Non Profit/Government	No
Reason For Change	
Headquarters Location	1
Tax Levy / Wage Claim outstanding	

Program Participation

Are you a Participant in Food program?

Do you want to be part of Referral Program?

Do you want your address listed in public directories?

Do you want your phone number listed in public directories?

Aliases

Alias	Comments
J. M. Richards	Comments Can Be Entered Here.

Training

Training Type	Completion Date	Hours	Comments
15hr Course Or Equiv W/O SIDS	03/03/2003	15	

Background Check

Type of Check	Status	Date Requested	Date Received	Date of Next Check
DHFS	Complete	03/03/2003	03/03/2003	
DOJ	Not Started	03/03/2003		03/03/2007
FBI	Complete	02/02/2003	02/03/2003	02/02/2004

References

Number of References	0002
Date References Verified	02/03/2003
Comments	

Next >

Figure 49

Location

Details pertaining to a location of care can be captured on the Location screen (see Figure 50). To access the Location screen, the certification worker can click on the 'Location' link in the Application Navigation Menu.

Location Exit ? Help

Child Care Provider Certification

Home New Search Alerts (7) Announcements Reports

Home > Locations > Location Details > Location

Application Navigation

Applicant Details

- Applicant
- Aliases
- W-9 Details
- Programs
- Training
- Background Checks
- References

Location Details

- Location
- Subsidy Details
- Hours of Operation
- Alternate Addresses
- Certification Fees
- Individuals
- Home Visits
- Violations
- Decision

Applicant # 8800031684 **Name** Jason Richards
Location # 001 **Status** Application Pending
Application Mode Initial

Application Details

Application Type Family
 Application Begin date 03/03/2003
Application Received Date * 03/03/2003 (mm/dd/yyyy)

Location Address

Location Name * Jason's Day Care
 Number 433
 Unit
 Dir West
ST/RURAL RT/BOX# * Washington
 SFX Avenue
 QUAD
 Apt#
 Address Line 2
 City * Madison
 State * Wisconsin
 Zip Code * 53703
 Location County * Milwaukee County

Location Contact Details

First Name * Jason
 Middle Initial M
Last Name * Richards
 Suffix
 E-Mail Jasonrichards@Email.Com
Phone Numbers
Primary * 608-283-3030 (xxx-xxx-xxxx)
 Secondary (xxx-xxx-xxxx)
 Pager (xxx-xxx-xxxx)

Child Care Center Information

Public Water * ☒ Yes ☐ No
 Date of Water Test (mm/dd/yyyy)
Do you rent the property where the care will be provided? * ☐ Yes ☒ No
 Date permission to operate a child care service from the residence received (mm/dd/yyyy)
Do you hold a license/certificate to care for children and/or adults? * ☐ Yes ☒ No
 Date of license/certificate information received (mm/dd/yyyy)

Next >

Figure 50

The information on the Location screen should be prepopulated from the information that the user entered on the Location Details page, when s/he created the application. The Location screen can be used to make corrections to the Location information once the application has been started.

The location address fields will be locked after the application is approved. The certification worker will not be able to modify the address after this point in time. If the provider has moved, then the certifier should end the provider's certification for that location. If the provider announces that s/he will be moving, then the certifier can begin an application for a new location for that provider.

The table below lists the different fields that are on the screen and a brief description of what should be entered in each. When the user has entered all the details, s/he should click on the 'Next' button.

Field	Description
Application Type	Will display as either 'Family' or 'School Age Children', depending on what was entered on the Location Details page when the application was first created. Make sure that correct type is chosen. The type cannot be changed after this screen has been saved.
Application Begin Date	Will display the date that the certification worker created the application in CCPC.
Application Received Date	Enter the date the paper application form is received in the mail. The subsidy payment can be backdated to the date when application was received, but not beyond that.
Location Name	Enter the name of the applicant if the application type is 'Family' or the name of the location of care if the application type is 'School Age Children'.
Number	Enter the street number for the location of care.
Unit	Use this only when there is an overflow of numbers from the 'Number' field.
Dir	Choose a direction from the dropdown box.
ST/Rural RT/Box#	Enter the Street Name, Rural RT or BOX # for the location of care.
SFX	Choose the correct street suffix for the location of care from the dropdown box.
Quad	Choose the quadrant from the dropdown box.
Apt #	Enter the apartment number for the location of care, if applicable.
Address Line 2	Enter any additional information that would assist in delivering mail to the applicant or location of care.
City	Enter the name of the city in which the location of care resides.
State	The name of the state in which the location of care resides is displayed in this field. This field prepopulates with the information the user entered on the Location Details screen when the application was created.
Zip Code	Enter the zip code of the location of care.
Location County	Choose the correct county from the dropdown box. The system only allows users to choose counties for which they have been given access to certify. Certifications for out of state providers cannot be done with CCPC.
First Name	Enter the first name of the primary contact for the location of care.

Field	Description
Middle Initial	Enter the middle initial of the primary contact for the location of care.
Last Name	Enter the last name of the primary contact for the location of care.
Suffix	Enter the suffix of the primary contact for the location of care (Jr., Sr.)
E-Mail	Enter the E-mail address of the primary contact for the location of care.
Phone Numbers	This is a heading for the primary, secondary, and pager phone numbers.
Primary	Enter the primary phone number of the primary contact for the location of care.
Secondary	Enter a secondary phone number of the primary contact for the location of care.
Pager	Enter the pager number of the primary contact for the location of care.
Public Water	Choose Yes, if the location of care has public water. Choose No, if the location of care does not have public water.
Date of Water Test	If the location does not have public water, then enter the date that the water was tested. This field is required to complete the application and to grant certification if the location of care does not have public water.
Do you rent the property where the care will be provided?	Choose Yes, if applicant rents the location of care. Otherwise, choose No. Note: enter a 'no' to for in-home providers because the provider is not the tenant.
Date permission to operate a child care service from the residence received	If applicant rents the location of care, then enter the date that the certifying agency received the 'landlord permission' form. This field is required to complete the application and to grant certification if applicant rents the location of care.
Do you hold a license/certificate to care for children and/or adults?	Choose Yes, if applicant holds a license/certificate to care for children or adults. Otherwise, choose No.
Date of license/certificate information received	If applicant holds a license/certificate to care for children and/or adults, enter the date when the certifying agency received the 'Regulatory agency approval to operate child care business' form. This field is required to complete the application and to grant certification, if the applicant holds a license/certificate to care for children and/or adults.

Table 16

Note to the users:

Make sure that the location address does not have any errors in it. Once the certification has been granted to a location, the location address screens will be locked. If an error is found after granting certification, email the error details to Child Care Section staff to be corrected.

Subsidy Details

The Subsidy Details screen allows the certification worker to enter details about a location of care's subsidy information. To access the Subsidy Details screen, the certification worker can click on the 'Next' button from the Location screen or click on the 'Subsidy Details' link in the Application Navigation Menu. Once the user finishes entering the all information on this screen, s/he should click on the 'Next' button to save the details.

Figure 51

Field	Description
Payee Name	Enter the name of the individual or business to which the subsidy payment should be addressed to.
Payment Method	Select a payment method from the dropdown box. Valid values are listed in the table below.
This Location is HQ	Indicates whether or not the location of care is the headquarters. If the provider has only one location of care, this field cannot be modified.
Subsidy Language	Enter the language in which subsidy information should be generated.

Table 17

Payment Method	Description
Issued To Headquarters	Select this method if the subsidy payment should be sent to the location headquarters.
Issued To Local Provider	Select this method if the subsidy payment should be sent to the local provider.

Table 18

Hours of Operation

The Hours of Operation screen is used to capture months and hours of operation for a location of care. To access the Hours of Operation screen (Figure 52), the certification worker can click the 'Next' button on the Subsidy Details screen or click on the 'Hours of Operation' link in the Application Navigation Menu. When the user finishes entering the Hours of Operation details, s/he should click on the 'Next' button to save the information.

This screen captures the months that the applicant provides care and the daily hours of operation. The hours of operation do not pertain to a particular month or set of months, they pertain to all months.

Figure 52

Once the details are completed, it is the responsibility of the certification worker to keep the information up-to-date. The system will not require users to periodically update the location's Hours of Operation.

For each row in the Hours of Operation section (Open/Close), enter the hour in the first text box, the minutes in the second text box, and choose either AM or PM from the dropdown menu. If Open hours of operation are entered for a particular day, then Close hours of operation are required, and vice versa. If a location is closed on a particular day, the user may leave the fields pertaining to that day blank.

Section	Description
Months of Operation	Use the check boxes to select which month(s) the location of care will operate. If the location of care operates year-round, check the box entitled "Check here to select all months."
Hours of Operation	Indicate the hours of operation for each day of the week.

Table 19

Alternate Addresses

The Alternate Addresses screen allows the certification worker to enter details about a location of care's alternate mailing address. **The address types are used by the subsidy program only.** Multiple addresses may be stored for a location, but the addresses may not have overlapping begin and end dates. To access the Alternate Address screen, the certification worker can click on the 'Next' button on the Hours of Operation screen or click on the 'Alternate Addresses' link in the Application Navigation Menu. Once on the Alternate Addresses screen, the certification worker can add an address by clicking on the blue underlined link entitled 'New Alternate Mailing Address'. Once this link is clicked, the Application Navigation Menu expands to show a black arrow pointing to the New Address screen, indicating that the certification worker is now on this screen (Figure 53). Users must enter the Address Type, Begin Date, Street/Rural Rt/Box#, City, State, and Zip Code fields to complete this screen, otherwise the user will receive an error message. When finished entering the Alternate Address details, the certification worker should click on the 'Add' button to save the information. After the 'Add' button is clicked, the user will be directed back to the Alternate Addresses screen with the new mailing address added.

Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes for the Alternate Addresses screen.

CCPC: New Address - Microsoft Internet Explorer provided by Deloitte Consulting

File Edit View Favorites Tools Help

Back Forward Stop Address

Links Customize Links Free Hotmail Microsoft Outlook Web Access - Logon Windows Media Windows

New Address Exit ? Help

Child Care Provider Certification

Home New Search Alerts (7) Announcements Reports

Home > Locations > Location Details > Alternate Addresses > New Address

Application Navigation

- Applicant Details
 - Applicant
 - Aliases
 - W-9 Details
 - Programs
 - Training
 - Background Checks
 - References
- Location Details
 - Location
 - Subsidy Details
 - Hours of Operation
 - Alternate Addresses
 - New Address**
 - Certification Fees
 - Individuals
 - Home Visits
 - Violations
 - Decision

Applicant # 8800031684 **Name** Jason Richards
Location # 001 **Status** Application Pending
Application Mode Initial

New Alternate Mailing Address Record

Address Type * ☐ Attendance Report Form Address
☐ Notices/Letter, RPA Address
☐ Check/EFT, 1099 Address

Begin Date * (mm/dd/yyyy)
End Date * (mm/dd/yyyy)

Address

Street Number
 Unit
 Direction
Street/Rural Rt/Box# *
 Suffix
 Quadrant
 Apt#
 Address Line 2
 City
 State * Wisconsin
 ZIP Code *

Add >

Figure 53

Each address is assigned an address type and effective begin date. Comments may be entered for each address. The Alternate Address details are characteristics of the location of care and are not shared with other locations for the same applicant.

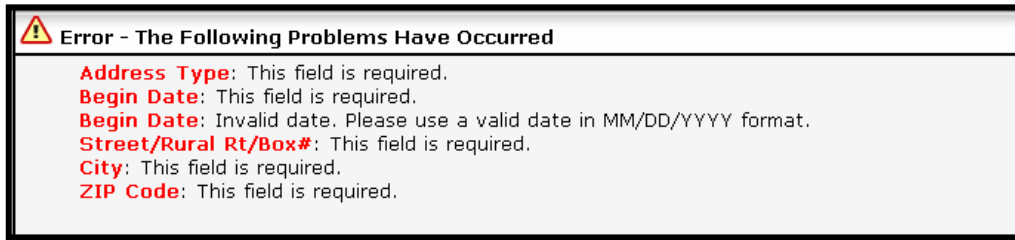
It is not mandatory that an alternate address be entered for a location of care in order for the application to be approved and granted certification.

Once the application is approved, the alternate address details will be added to CCPS and all subsequent changes made to the alternate address on CCPC will update CCPS.

Fields	Description
Address Type	Select one of the following types: Attendance Report Form Address Notices/Letter, RPA Address Check/EFT, 1099 Address
Begin Date	The date the provider wants subsidy related notices to be sent to the Alternate Address.
End Date	The date the provider wants to stop using the Alternate Address to send subsidy related notices.
Street Number	Enter street number of the alternate address.
Unit	Use this only when there is an overflow of numbers from the 'Street Number' field.
Direction	Choose the direction of the alternate address from the dropdown box.
ST/Rural RT/Box#	Enter the Street Name, Rural RT or BOX # of the alternate address.
Suffix	Choose the correct suffix for the alternate address from the dropdown box.
Quadrant	Choose the quadrant for the alternate address from the dropdown box.
Apt #	Enter the apartment number of the alternate address, if applicable.
Address Line 2	Enter any additional information that would assist in delivering mail to the alternate address.
City	Enter the name of the city in which the alternate address is located.
State	Enter the name of the state in which the alternate address is located.
Zip Code	Enter the zip code in which the alternate address is located.

Table 20

The following error message(s) will appear if one of the required fields is left blank and the user attempts to leave the page:



Certification Fees

The Certification Fees screen allows the certification worker to manage certification fee details associated with an application. The details are stored per location of care. To access the Certification Fees screen, the user can click on the 'Next' button on the Alternate Addresses screen or click on the 'Certification Fees' link in the Application Navigation Menu. Once on the Certification Fees screen, the user can add a certification fee by clicking on the blue underlined link entitled 'New Certification Fee'. Once this link is clicked, the Application Navigation Menu expands to show a black arrow pointing to the New Fee screen, indicating that the certification worker is now on this screen (see Figure 54). Users must enter information for the fee type, amount paid, and date paid in order to complete this screen; otherwise an error message will be generated when the user attempts to leave the page. When the user finishes entering the certification details, s/he should click on the 'Add' button to save the information. After the 'Add' button is clicked, the user will be directed back to the Certification Fees screen with the new certification fee details added.

Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes available for managing Certification Fees in CCPC.

Figure 54

It is not mandatory for certification fee details to be entered for a location of care in order for the application to be approved and granted certification.

The certification fee details are characteristics of a location of care and do not pertain to other locations for the same applicant.


Fields	Description
Type	Choose the type of fee being recorded for a location of care. Possible values include Background Check Fee, Initial Certification Fee, Re-Certification Fee, and Other.
Amount	Enter the amount the applicant paid to receive the certification.
Date Paid	Enter the date the applicant paid the certification fee.
Comments	Enter any comments pertaining to the applicant's certification fee. The maximum number of characters that the certification worker can type is 150.

Table 21

Type	Description
Background Check Fee	A fee encountered by the applicant for completing a criminal background check.
Initial Certification Fee	A fee encountered by the applicant for completing certification.
Other Re-Certification Fee	A fee encountered by the applicant for completing re-certification.
Other	Other fees that the certification agency may charge.

Table 22

The following error message(s) will appear if one of the required fields is left blank and the user attempts to leave the page:

 Error - The Following Problems Have Occurred
<p>Type: This field is required.</p> <p>Amount: This field is required.</p> <p>Date Paid: This field is required.</p>

Note to Users:

If a fee is waived by the certification agency, enter the type of fee, enter a '0' in the Amount field, and date of waiver issued in the Date Paid field. Add comments indicating that the fee has been waived.

Individuals

This screen allows the certification worker to enter information about individuals associated with the location of care. To access the Individuals screen, the certification worker can click the 'Next' button on the Certification Fees screen or click on the 'Individuals' link in the Application Navigation Menu. Once on the Individuals screen, the user can add an individual by clicking on the blue underlined link entitled 'New Individual'. Once this link is clicked, the Application Navigation Menu expands to show a black arrow pointing to the New Individual screen, indicating that the certification worker is now on this screen (see Figure 55). Users must enter information for the following fields: First Name, Last Name, Date of Birth, Gender, Relationship, Position, Lived out of State, and Discharged from Military. If information is not entered for these fields, an error message will be generated when the user attempts to leave the page. When finished entering the Individual details, the certification worker should click on the 'Add' button to save the information. After the 'Add' button is clicked, the user will be directed back to the Individuals screen with the new Individual details added.

The above steps may be repeated each time the user wishes to add a new individual associated with the location of care. CCPC allows the user to enter as many individuals as necessary.

Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes available for managing location individuals in CCPC.

Figure 55

The details for all individuals associated with the location of care need to be recorded. This includes people living at the location of care and people who provide assistance at the location.

The gender, race, out-of-state, and military discharge details are used for background check purposes. All individuals that reside at the location of care, are helpers at the location of care, or volunteer at the location of care must have background checks completed.

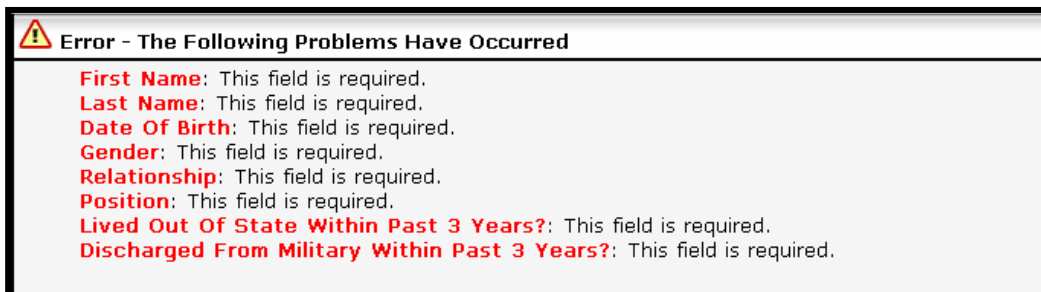
The position field is used to determine if the applicant has an assistant. If the individual resides at the location of care but does not provide care or act as a volunteer or helper, choose 'Not Applicable' for this field.

The individual details are characteristics of the location of care and do not pertain to other locations for the same applicant. Also, CCPC will not check to see if the location individuals already exist in the system (the clearance process.)

Fields	Description
First Name	Enter the individual's first name.
Middle Initial	Enter the individual's middle initial.
Last Name	Enter the individual's last name.
Suffix	Enter the individual's suffix, if applicable (Jr., Sr.)
Date of Birth	Enter the Individual's date of birth.
SSN	Enter the individual's Social Security Number.
Gender	Choose Male or Female.
Race	Choose the individual's race from the dropdown box.
Relationship	Enter the individual's relationship to the applicant.
Position	Enter the individual's position at the location of care.
Lived Outside of State Within Last 3 Years?	Choose Yes or No to indicate whether the Individual has lived outside of Wisconsin within the last 3 years.
Discharged from Military Within Last 3 Years?	Choose Yes or No to indicate whether the Individual has been discharged from the military within the last 3 years.

Table 23

The following error message(s) will appear if one of the required fields is left blank and the user attempts to leave the page:



Home Visits

This screen allows the certification worker to manage details for home visits associated with the location of care. To access the Home Visits screen, the certification worker can click the Next button on the Individuals screen or click on the 'Home Visits' link in the Application Navigation Menu. Once on the Home Visits screen, the user can add home visit information by clicking on the blue underlined link entitled 'New Home Visit'. Once this link is clicked, the Application Navigation Menu expands to show a black arrow pointing to the New Home Visit screen, indicating that the certification worker is now on this screen (see Figure 56). Users must enter information for the Date of Visit and Type of Visit fields. If information is not entered for these fields, an error message will be generated when the user attempts to leave the page. When finished entering the Home Visit details, the certification worker should click on the 'Add' button to save the information. After the 'Add' button is clicked, the user will be directed back to the Home Visits screen with the new Home Visit details added.

Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes available for managing Home Visits in CCPC.

CCPC: New Home Visit - Microsoft Internet Explorer provided by Deloitte Consulting

File Edit View Favorites Tools Help

Address Links

New Home Visit

Exit ? Help

Child Care Provider Certification

Home New Search Alerts (6) Announcements Reports

Home > Locations > Location Details > Home Visits > New Home Visit

Application Navigation

Applicant Details

- Applicant
- Aliases
- W-9 Details
- Programs
- Training
- Background Checks
- References

Location Details

- Location
- Subsidy Details
- Hours of Operation
- Alternate Addresses
- Certification Fees
- Individuals
- New Home Visit**
- Violations
- Decisions

Applicant # 8800031684

Name Jason Richards

Location # 001

Status Application Pending

Application Mode Initial

Add Home Visit Information

Date of Visit * (mm/dd/yyyy)

Type of Visit *

Date of Next Visit (mm/dd/yyyy)

Rule Violated ☐

Comments

Maximum Length: 150. Current Length: 0

Add

Figure 56

The home visit details are characteristics of the location and are not shared by other locations for the same applicant. If a home visit results in a violation, the violation will be tied to the home visit. CCPC will not require that violations are corrected before an application can be approved and granted certification.

The certification worker may grant in-home or family certification without a home visit recorded, however, CCPC will revoke the certification after 30 days has passed from the date of issuance. This is true for either initial certifications or re-certifications. An alert will be sent to the worker indicating that a home visit must be completed within the next thirty (30) days (refer to the 'Alerts' section for more details). Note: The home visit date must be after the 'application received' date.


Fields	Description
Date of Visit	Enter the date that the certification worker visited the location of care.
Type of Visit	Select a type of visit from the dropdown box.
Date of Next Visit	Enter the planned date for a follow-up visit, if applicable.
Rule Violated	Check this box if the certification worker encountered any violations during the home visit.
Comments	The certifier may enter any additional comments pertaining to the home visit in this field.

Table 24

Type of Visit	Description
Annual Visit	Choose this type if the visit is a routine, annual visit.
Complaint Visit	Choose this type if the visit occurs as the result of a complaint.
Initial Provider Visit	Choose this type if no previous visits have occurred for this provider.
Monitoring Visit	Choose this type if a problem has been recorded and the visit is a follow-up or drop-in.
Re-Certification Visit	Choose this type if the visit occurs due to re-certification.
Tech. Assistance Visit	Choose this type if the visit is conducted to give technical assistance to the provider.

Table 25

The following error message(s) will appear if one of the required fields is left blank and the user attempts to leave the page:

 Error - The Following Problems Have Occurred
<p>Date of Visit: This field is required.</p> <p>Type of Visit: This field is required.</p>

Violations

This screen allows the certification worker to manage details for violations associated with the location of care. To access the Violations screen, the certification worker can click the Next button on the Home Visits screen or click on the 'Violations' link in the Application Navigation Menu. Once on the Violations screen, the user can add violation details by clicking on the blue underlined link entitled 'New Violation'. Once this link is clicked, the Application Navigation Menu expands to show a black arrow pointing to the Violation Rules screen (Figure 57), indicating that the certification worker is now on this screen.

Users must first choose either DWD 55 or HFS 12, then click on a Rule Number to get to the New Violations screen and enter a new violation record. On this screen, Detection Date and Detection Method are required fields to complete the page. If information is not entered for these fields, an error message will be generated when the user attempts to leave the page.

When finished entering the New Violation details, the certification worker should click on the 'Add' button to save the information. After the 'Add' button is clicked, the user will be directed back to the Violations screen with the new violation details added.

Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes available for managing Violations in CCPC.

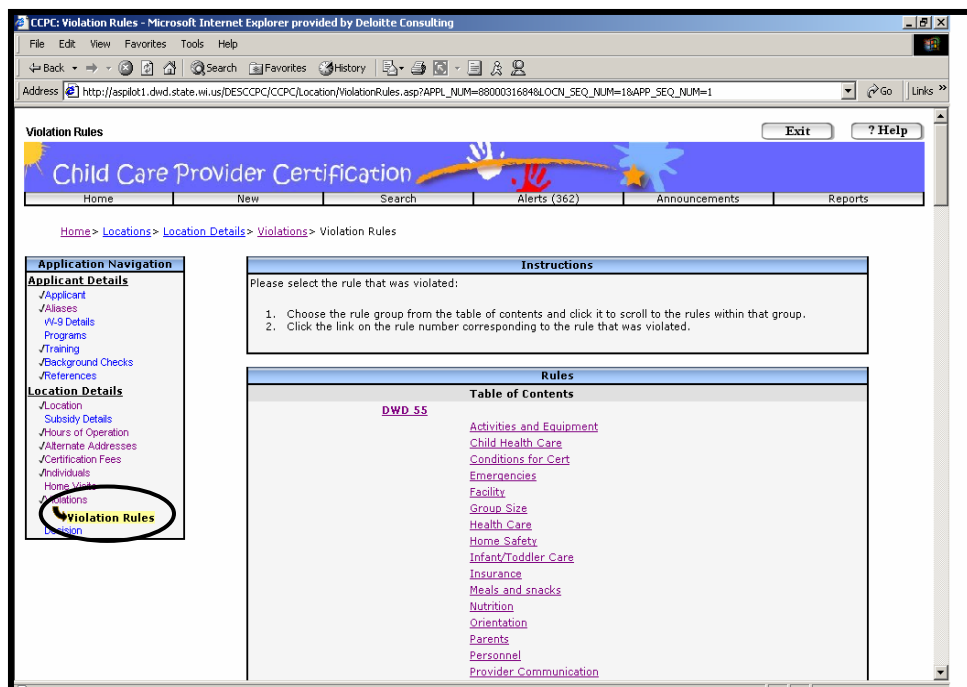


Figure 57

On the Violation Rules screen, the user can click on a violation type or on a rule group beneath the Table of Contents to be directed to the rules associated with that group. For example, if the certification worker were to click on the 'Activities and Equipment' link, s/he would be directed to the following Rule Numbers:

Violation type	Rule group	Rule number
DWD 55	Activities and Equipment	55.08(8)(a)1.
		55.08(8)(a)2.
		55.08(8)(a)3.
		55.08(8)(a)4.
		55.08(8)(a)5.
		55.08(8)(a)7.
		55.08(8)(b)
	Child Health Care	55.09(5)(a)
		55.09(5)(b)
		55.09(5)(c)
		55.09(5)(d)
		55.09(5)(e)
		55.09(5)(f)
		55.09(5)(g)

Figure 58

After clicking on the appropriate Rule Number, the New Violation screen will appear for the user to enter details pertaining to that rule.

Home > Locations > Location Details > Violations > New Violation

Application Navigation

- Applicant Details
 - Applicant
 - Aliases
 - W-9 Details
 - Programs
 - Training
 - Background Checks
 - References
- Location Details
 - Location
 - Subsidy Details
 - Hours of Operation
 - Alternate Addresses
 - Certification Fees
 - Individuals
 - Home Visits
 - Violations
 - New Violation**
 - Decision

Applicant # 8800031684 **Name** Jason Richards
Location # 001 **Status** Application Pending
Application Mode Initial

New Violation Record

Violation Type: DWD 55
 Rule Group: Activities and Equipment
 Rule #: 55.08(8)(a)1.
 Rule Description: The provider shall implement a program of learning and play activities. Activities shall include: A balance of active and quiet play for each child daily.

Detection Date * (mm/dd/yyyy)
Detection Method *
Correction Plan Due Date (mm/dd/yyyy)
Correction Verification Date (mm/dd/yyyy)
Related Visit None

Comments
 Maximum Length: 150. Current Length: 0

Figure 59

Violations may be recorded based upon a home visit or some other method of detection. All violations must be associated with an administrative rule, either DWD Chapter 55 or DHFS Chapter 12.

The violation details are characteristics of the location of care and are not shared with other locations for the same applicant. CCPC has the ability to record multiple violations for a location of care. If a home visit results in a violation, the violation will be tied to the home visit. CCPC will not require that violations are corrected before an application can be approved and granted certification.

Field	Description
Violation Type	This field is prepopulated as either 'DWD 55' or 'HFS 12', depending upon the Rule Number violated by the location of care.
Rule Group	This field is prepopulated and lists the Rule Group that the violated rule is associated with (i.e. Activities and Equipment).
Rule #	Lists the Rule Number violated by the location of care. This information is gathered when the user clicks on a Rule Number link on the Violation Rules screen.
Rule Description	Lists a description of the Rule Number. This information is gathered when the user clicks on a Rule Number link on the Violation Rules screen.
Detection Date	Enter the date the violation was discovered by the certification worker.
Detection Method	Enter the method of detection/discovery. Possible values are listed in the table below.
Correction Plan Due Date	Enter a due date that will serve as a deadline for the applicant's correction of the violation.
Correction Verification Date	Enter the date the violation was resolved, if applicable. This information can be entered in at a later time.
Related Visit	This field will indicate if the violation is associated with a home visit. An association is established when user checks the 'Rule Violated' checkbox on the Home Visit screen.
Comments	The certifier may enter any additional comments pertaining to the violations/rules in this field.


Table 26

Detection Method	Description
Documentation Review	Choose this value if the violation was discovered while reviewing document's for a location of care (i.e. food program records, subsidy attendance sheets, police records).
Home Visit	Choose this value if the violation was discovered during a home visit to the location of care.

Detection Method	Description
Other	Choose this option if the violation was discovered in a way other than Documentation Review or a Home Visit (i.e. a phone call from a social worker).

Table 27

The following error message(s) will appear if one of the required fields on the New Violation screen is left blank and the user attempts to leave the page:

 Error - The Following Problems Have Occurred
Detection Date: This field is required. Detection Method: This field is required.

Decision

This screen allows the certification worker make a decision on the application. To access the Decision screen, the certification worker can click the Next button on the Violations screen or click on the 'Decision' link in the Application Navigation Menu. Once on the Decision screen, the user must choose an application status and has the ability to enter comments regarding his/her decision (see Figure 60). If an application status is not selected, an error message will be generated when the user attempts to leave the page.

Figure 60

The table below lists the different fields that are on the screen and a brief description of what should be entered in each. When the user has entered all the details, s/he should click the Next button.

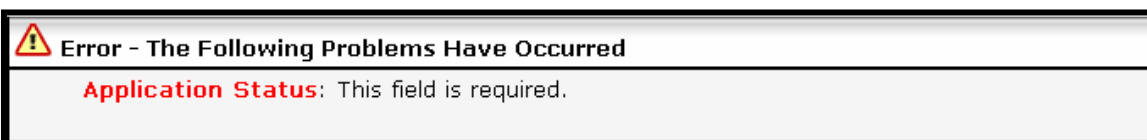
Fields	Description
Application Status	Enter the status of the application based upon the certification requirements. Possible values for this field are listed below.
Comments	The certifier may enter any additional comments pertaining to the application status in this field.

Table 28

Application Status	Description
Application Pending	This is the default value when an application has just started.
Application Withdrawn	Choose this value if the application has been withdrawn.
Complete	Choose this value to approve the application.
Denied - HFS12 - Bar W/ Rehab	Choose this value to deny the application due to violation HFS12 – Bar w/ Rehabilitation.
Denied - HFS12 - Other	Choose this value to deny the application due to violation HFS12 – Other.
Denied - HFS12 - Subst Related	Choose this value to deny the application due to violation HFS12 – Substance Related.
Denied-DWD 55	Choose this value to deny the application due to violation of DWD 55.
System Closed	

Table 29

The following error message will appear if the Application Status field is left blank when the user attempts to leave the page:



If the user chooses not to approve the application (this is done by selecting a value **other than** 'Complete' in the Application Status field), then certification will not be granted and the user will be taken to the Location Category Summary Details page (see Figure 61). The certification worker may return to the Decision screen at a later time to approve the application once all requirements have been met.

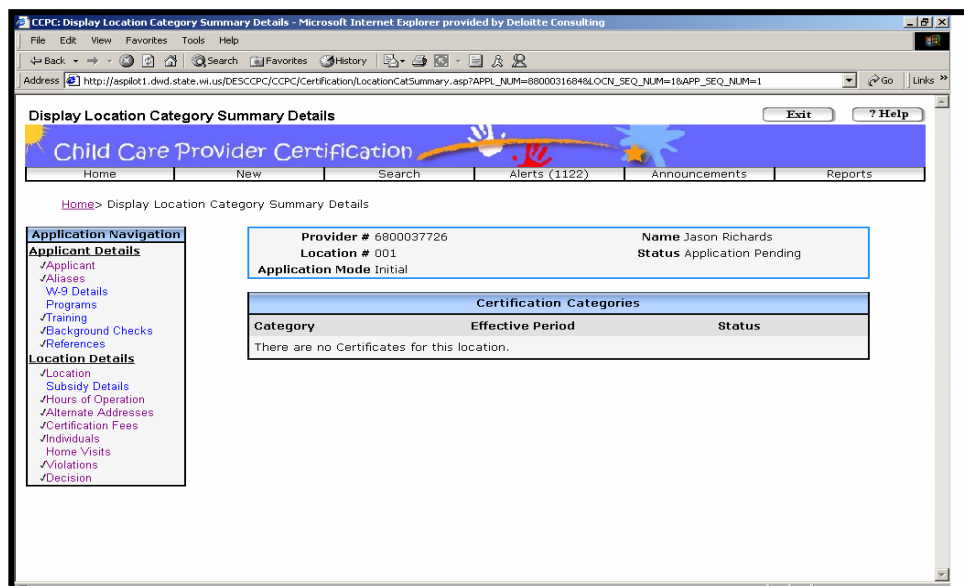


Figure 61


Completing an Application

If the certification worker chooses to approve an application (by selecting 'Complete' from the Application Status dropdown box), then CCPC will perform validations to determine if all fields required to approve the application and grant certification have been completed for the location of care. The following table lists the fields that are not required to complete a screen, but are required to grant certification.

Required Field	Screen
Date of Last TB Test	Applicant screen
Date the 'landlord permission' form received (only if applicant rents the location of care)	Location screen
Date of 'regulatory agency approval' form received (only if the applicant holds a license/certificate to care for children and/or adults)	Location screen

Table 30

If any of the above requirements are not fulfilled and the user attempts to designate an application 'Complete', an error message will occur.

 **Error - The Following Problems Have Occurred**

Application Status: Date of last TB test on the applicant page must be completed

Application Status: Date of landlord permission to operate a child care service on the location page must be completed for this application status.

Application Status: Date of approval from other regulatory agencies on the location page must be completed for this application status.

If all required fields are filled in and the certification workers chooses 'Complete' in the Application Status field, the user will have the ability to add a certified category to the location of care when the Next button is clicked. The 'New Category' link now appears on the Location Category Summary Details screen (Figure 62). Notice also that the Categories menu now appears below the Application Navigation menu.

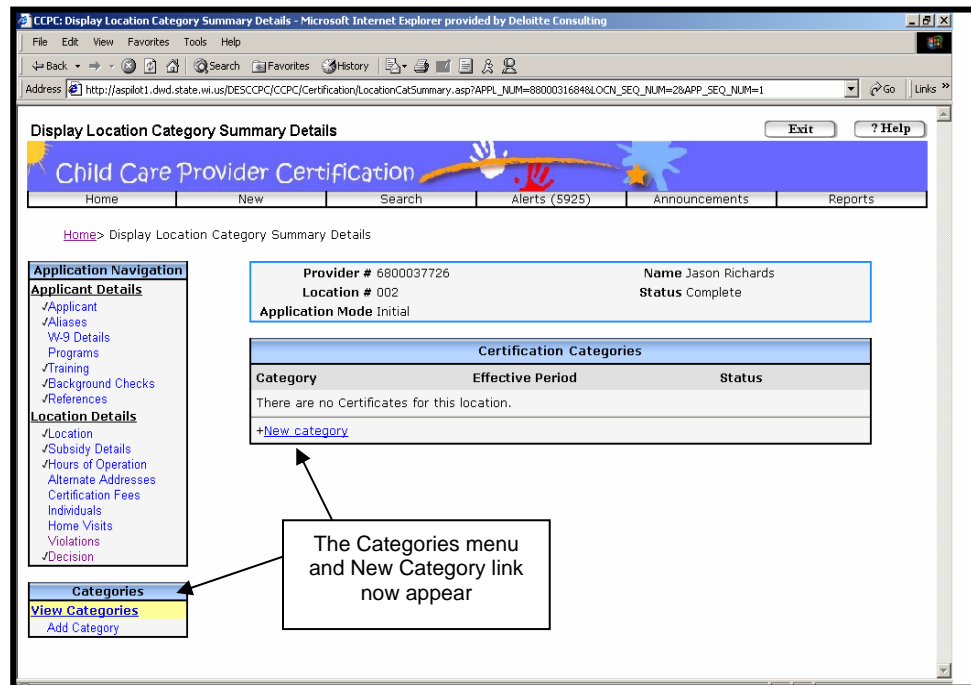


Figure 62

Categories

Once the user has made the decision to grant 'Complete' status to the application, CCPC will require the user to capture category details for the location of care.

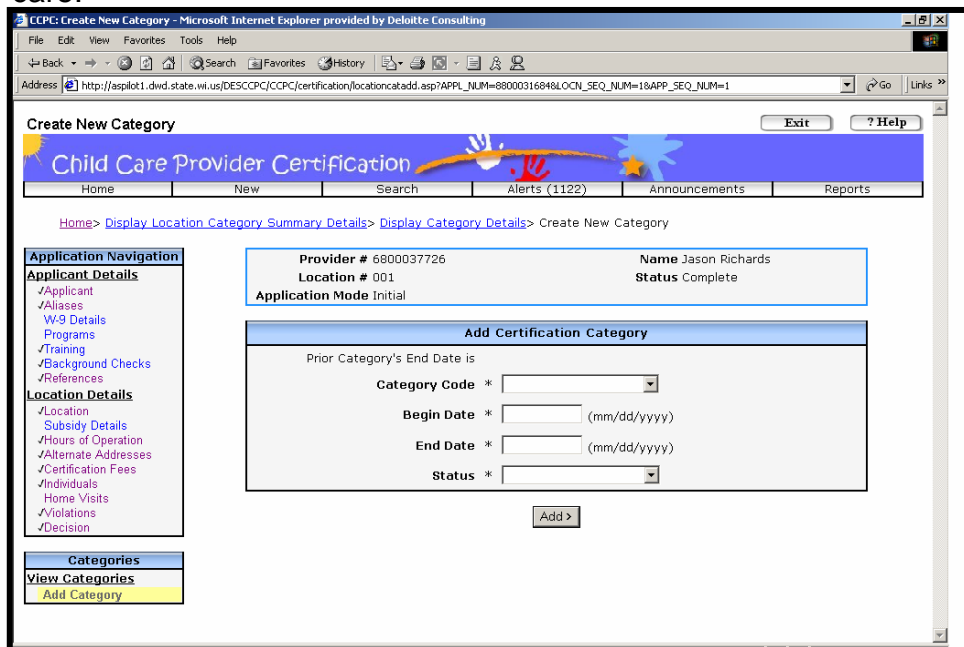


Figure 63

Users may access the Add Category screen (Figure 63) by clicking on the 'New Category' link from the View Categories page or clicking the 'Add Category' link in the Categories menu bar. This screen allows users to select a Category Code, Begin Date, End Date, and Status of the category for the location of care. All four fields are required to complete the screen. If information is not entered for these fields, an error message will be generated when the user attempts to leave the page.

When creating a new category, CCPC will verify that an appropriate category is selected based upon the supporting data captured in the application. For example, if the applicant has not completed the initial training requirement, then the applicant will only be permitted to be provisionally certified.

When entering data into the fields, the user should make sure that the category end date is not more than 24 months after the category begin date. Also, a certification category can be backdated to the 'application received' date.

Field	Description
Category Code	Choose the certification category for the location of care. Possible values for family certification include Regular Certified, Provisional Certified, In-home Regular Certified, In-home Provisional Certified.
Begin Date	Enter the begin date for the certification category. This date can be as early as the date the application was received.
End Date	Enter the end date for the certification category
Status	Enter the status of the certification category. Possible values and descriptions are listed in the table below.


 Error - The Following Problems Have Occurred
<p>Category Code: This field is required.</p> <p>Begin Date: This field is required.</p> <p>Begin Date: Invalid date. Please use a valid date in MM/DD/YYYY format.</p> <p>End Date: This field is required.</p> <p>End Date: Invalid date. Please use a valid date in MM/DD/YYYY format.</p> <p>Status: This field is required.</p>

Table 31

Status	Description
Approved	Select this option if the category is approved for the period entered.
Retro Certification	Select this option if the category begin and end dates are before the existing category begin and end dates. The category period for Retro Certification cannot be more than two months long.

Table 32

When finished entering the Add Category details, the certification worker should click on the 'Add' button to save the information. After the 'Add' button is clicked, the user will be directed to the Display Category Details screen with the ability to add age restrictions, conditions, and serving relative periods for the location of care (Figure 64).

Changing Category Status from Provisional to Regular

Once the provider has sent the certifier documentation about the completed child care training, end date the provisional category (leave the status as 'approved'). Then grant a new regular certified category. Note: This does not work with providers who are in conversion status. See CCPC 'help' topic 'Providers in conversion status' for further information.

Ending a Category

Go to 'Modify Category' screen. Enter an end-date and change the status.

Suspensions

When the provider is suspended, change the category status to reflect the type of suspension. Once the outcome of the concern that resulted in suspension is clear, change the category status to either 'approved' or 'revoked'. It is a good practice to enter notes in the 'decision' page.

Display Category Details

Child Care Provider Certification

Home | New | Search | Alerts (1122) | Announcements | Reports

Home > Display Location Category Summary Details > Display Category Details

Application Navigation Applicant Details Applicant Aliases W-9 Details Programs Training Background Checks References Location Details Location Subsidy Details Hours of Operation Alternate Addresses Certification Fees Individuals Home Visits Violations Decision	Provider # 6800037726 Location # 001 Application Mode Initial Name Jason Richards Status Complete
--	--

Certification Category				
Category	Regular Certified			
Begin Date	03/20/2003			
End Date	03/19/2005			

Age Restrictions				
From Age	To Age	Begin Date	End Date	Print on Certificate
There are no Age Restrictions.				
+New age restriction				

Conditions			
Condition Type	Begin Date	End Date	Print on Certificate
There are no Condition details.			
+New condition			

Serving Relative Periods		
Begin Date	End Date	Print on Certificate
There are no Serving Relative details.		
+New period		

< Back to Summary Next >

Figure 64

The Categories menu will expand to include links to the following screens: Age Restrictions, Conditions, Serving Relatives, and Grant Certification (Figure 65). Note that the heading above these links (in this example, 'Regular Certified') will vary according to the category the user has selected.

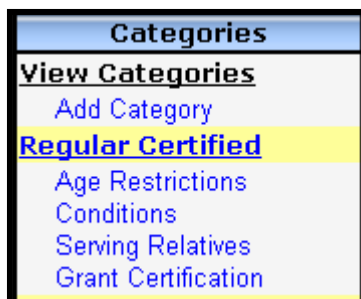



Figure 65

Age Restrictions

This process allows users to manage age restrictions for categories associated with a location of care. To access the Add Age Restriction screen, users can either click on the 'New age restriction' link on the Display Category Details page or users can click on the 'Age Restrictions' link on the Categories menu, then the 'New age restriction' link on the Age Restrictions screen. Once this link is clicked, the Categories Menu expands to show a black arrow pointing to the Add Age Restriction screen, signifying that the certification worker is now on this screen (see Figure 66).

Figure 66

Once on the Add Age Restrictions screen, the user should enter information for the following fields: From Year(s), To Year(s), Begin Date, End Date, From Month(s), and To Month(s). If any of these fields are left blank and the user attempts to leave the page, an error message will be generated at the top of the screen.

 **Error - The Following Problems Have Occurred**

- From Year(s):** This field is required.
- From Month(s):** This field is required.
- To Year(s):** This field is required.
- To Month(s):** This field is required.
- Begin Date:** This field is required.
- Begin Date:** Invalid date. Please use a valid date in MM/DD/YYYY format.
- End Date:** This field is required.
- End Date:** Invalid date. Please use a valid date in MM/DD/YYYY format.

When finished entering all Add Age Restriction details, the user should click on the Add button to save the details. After the 'Add' button is clicked, the user will be directed back to the Display Category Details screen with the new age restriction added. At this point the user will have the ability to modify or delete the new age restriction. Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes.

Age restrictions may be entered at any time after a category has been created and multiple age restrictions can be entered for a category. CCPC will limit the age restriction Begin Date to a date that occurs on or after the Category Begin Date.

When modifying age restrictions, only the To Year(s), To Month(s), and Print on Certificate indicator can be updated. Any changes to age restrictions for an approved category will be reflected on CCPS and could result in authorizations being ended or deleted. **Sample:** If a provider is not allowed to care for children under age 3, enter the following: **From** 0 years, 0 months **to** 2 years, 11 months.

CCPC will allow the certifier to choose which age restrictions are listed on the certificate through the Print on Certificate indicator. Also, if an applicant or provider has not completed the SIDS training course, then CCPC will place a restriction on the ages served to prevent the person from caring for children less than twelve (12) months of age. The age restriction cannot be deleted until SIDS training details have been added to CCPC.

Field	Description
From Year(s)	Enter the lower range of the age restriction in years.
To Year(s)	Enter the upper range of the age restriction in years.
From Month(s)	Enter the lower range of the age restriction in months.
To Month(s)	Enter the upper range of the age restriction in months.

Field	Description
End Date	Enter the date that the age restriction will no longer apply to this location of care.
Print on Certificate	The user should check this box if s/he wishes to have the age restriction printed on the certificate for the location of care.

Table 33

Note to Users:


Use caution when adding age restrictions. New age restrictions can be entered for approved categories that may result in current authorizations being ended and future authorizations being deleted to children whose age falls within the restricted range.

Conditions

This process allows users to manage conditions for categories associated with the application. To access the Add Category Condition screen, users should click on the 'New condition' link on the Display Category Details page or users can click on the 'Conditions' link on the Categories menu, then the 'New condition' link on the Conditions screen. Once this link is clicked, the Categories Menu expands to show a black arrow pointing to the Add Condition screen, signifying that the certification worker is now on this screen (see Figure 67).

Figure 67

Once on the Add Category Condition screen, the user should enter information for the following fields: Condition Type, Begin Date, and End Date. If any of these fields are left blank and the user attempts to leave the page, an error message will be generated at the top of this screen.

 Error - The Following Problems Have Occurred
<p>Condition Type: This field is required.</p> <p>Begin Date: This field is required.</p> <p>Begin Date: Invalid date. Please use a valid date in MM/DD/YYYY format.</p> <p>End Date: This field is required.</p> <p>End Date: Invalid date. Please use a valid date in MM/DD/YYYY format.</p>

When finished entering all Add Category Condition details, the user should click on the Add button to save the details. After the 'Add' button is clicked, the user will be directed back to the Display Category Details screen with the new condition added. At this point the user will have the ability to modify or delete the new condition. Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes.

Conditions may be entered at any time after a category has been created. CCPC will limit the condition Begin Date to a date that occurs on or after the Category Begin Date. When modifying a condition, only End Date, Print on Certificate indicator, and comments can be updated.

Multiple conditions may be created for a category however, there can be only one of each type. Conditions will not have effect on CCPS and will not be stored in the payment system database. Also, CCPC allows the certifier to choose which conditions are listed on the certificate through the Print on Certificate indicator.

Field	Description
Condition Type	Enter the type of condition the user wishes to place on this category. Valid values and descriptions are listed in the table below.
Begin Date	Enter the date that the condition will take effect.
End Date	Enter the last day the condition will be valid.
Print on Certificate	The user should check this box if s/he wishes to have the condition printed on the certificate for the location of care.
Comments	Enter comments about the condition placed on the category. The maximum number of characters that the certification worker can type is 150.

Table 34

Condition	Description
Exception	Exceptions are waivers of administrative rules (i.e. 24-hour care).

Condition	Description
Restriction	Restrictions are limitations placed on the certification.
Stipulation	Stipulations are contingencies placed on the category by the certifier to note that an agreement exists between the provider and certifier. The category is dependent upon the continued adherence to the terms of the agreement.

Table 35

'Serving Relatives Only' Periods


If all children in a regularly certified provider's care are related to the provider, the subsidy will pay the provider at a provisionally certified rate.

This process allows users to manage serving relative only periods for categories associated with the application. To access the Add Serving Relative Period screen, users should click on the 'New period' link on the Display Category Details page or users can click on the 'Serving Relatives' link on the Categories menu, then the 'New period' link on the Serving Relatives screen. Once this link is clicked, the Categories Menu expands to show a black arrow pointing to the Add Serving Relative Period screen, signifying that the certification worker is now on this screen (see Figure 68).

Figure 68

Once on the Add Serving Relative Period screen, the user should enter information for the Begin Date and End Date fields. If either of these fields are

left blank and the user attempts to leave the page, an error message will be generated at the top of this screen.

 Error - The Following Problems Have Occurred
Begin Date: This field is required. Begin Date: Invalid date. Please use a valid date in MM/DD/YYYY format. End Date: This field is required. End Date: Invalid date. Please use a valid date in MM/DD/YYYY format.

When finished entering all Add Serving Relative Period details, the user should click on the Add button to save the details. After the 'Add' button is clicked, the user will be directed back to the Display Category Details screen with the new serving relative period added. At this point the user will have the ability to modify or delete the new period. Refer to the 'Basic Site Navigation and Use' section for more information on the Display, Add, Modify, and Delete Modes.

A serving relative only restriction may be entered at any time after the category has been created. CCPC will limit the relative only period Begin Date to a date that occurs on or after the Category Begin Date.

When modifying a relative only restriction, only the End Date, Print on Certificate indicator, and comments can be updated. Any changes to relative only restrictions for an approved category will be reflected in CCPS.

CCPC allows the certifier to choose if relative only restrictions will be listed on the certificate through the Print on Certificate indicator.

Field	Description
Begin Date	Enter the begin date of the serving relatives only period for the category.
End Date	Enter the end date of the serving relatives only period for the category.
Print on Certificate	The user should check this box if s/he wishes to have the serving relatives only restriction printed on the certificate for the location of care.
Comments	Enter comments about the serving relatives only period/restriction. The maximum number of characters that the certification worker can type is 150.

Table 36

Grant Certification

Once the user has entered all necessary details for age restrictions, conditions, and serving relatives for a particular category, the user may grant certification. The first step in granting certification is to review the Application Summary for Granting Certification screen. To access this screen, users can click the Next button on the Display Category Details page or users can click on the 'Grant Certification' link on the Categories menu. The Application Summary for Granting Certification screen shows a summary of all information pertaining to the application, location of care, and selected category. The user should verify that all information shown on this page is accurate. If any information on this page is incorrect, the user may simply click on the appropriate link in the Application Navigation Menu or the Categories Menu to get to the screen in which s/he would like to make a change. If all information is correct, the user may click on the Grant Certificate button at the bottom of the Application Summary for Granting Certification screen (see Figure 69).

Type	Date
There are no Violations for this location.	

Certification Category	
Category	Regular Certified
Begin Date	03/11/2003
End Date	03/11/2004

Age Restrictions				
From Age	To Age	Begin Date	End Date	Print on Certificate
1 Year(s) 11 Month(s)	2 Year(s) 11 Month(s)	03/11/2003	03/11/2003	N

Conditions			
Condition Type	Begin Date	End Date	Print on Certificate
Restriction	03/11/2003	04/11/2003	Y

Serving Relative Periods		
Begin Date	End Date	Print on Certificate
There are no Serving Relative details.		


Grant Certificate

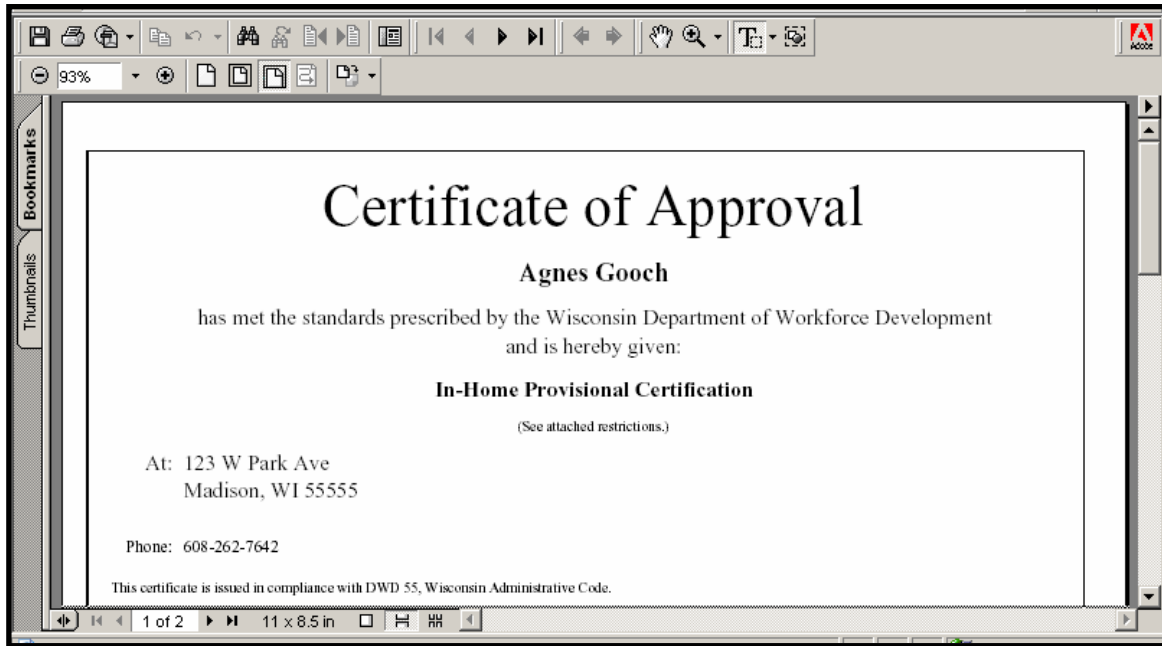
Figure 69

Once the user clicks on the Grant Certification button, the information for that provider and location of care is populated into the Child Care Payment System and the provider will be assigned a CARES provider number.

At this point, the user will be taken to the Display Printable Notice of Decision screen in CCPC. This screen displays a summary of the certification category and its associated age restrictions, conditions, and serving relative periods, if applicable. At this point, the user may choose to view and print the notice by clicking the Print Notice button.

The Certificate of Approval will display on the user's screen via Acrobat Reader (PDF). If the user chose to display any age restrictions, conditions, or serving relative periods (by checking the Print on Certificate indicator) this information will be listed in the Preview panel, located on the left-hand side of the screen. The user may simply click on any item listed in this panel to view the details. Any age restrictions, conditions, or serving relative periods will be displayed on a separate page.

To print the certificate, click on the print icon of the PDF menu bar . The user should change the print layout to Landscape before printing the certificate.



Note to Users:

By default, PDF initially indicates that the certificate is only one page long. If there is more than one page (i.e. if the user chose to display age restrictions, conditions, or serving relative periods on the certificate), users can click on the last page button to view the total number of pages. This allows PDF to take count of the total number of pages and update the page counter (see Figures 71 and 72).

Before the last page button is clicked:

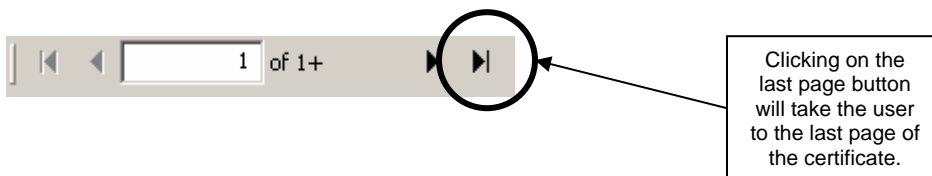


Figure 71

After the last page button has been clicked, the page counter will update to show the total number of pages:

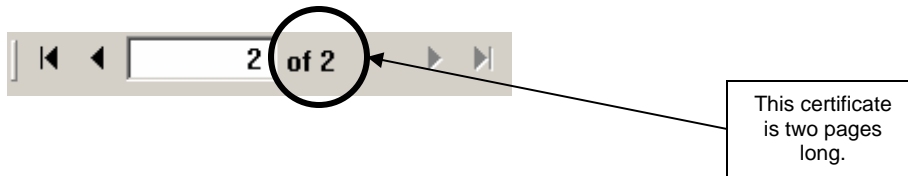


Figure 72

Alerts

CCPC can help certification workers to balance their workloads by sending informational reminder alerts or alerts that indicate that action is needed for an application. Alerts are generated for both the provider/applicant and for the location of care. Examples of these alerts, respectively, include: "An application has been completed for more than 45 days without completing the necessary background checks for the applicant" and "An application has been completed for more than 60 days without a water test being completed".

Alerts are available on a countywide basis, which means that more than one worker within the county may have access to the same alert. Any worker within the county who has the appropriate security update access to the alert may resolve or delete it. CCPC does not require that a certification worker resolve an alert before it can be deleted. Once an alert is deleted, it is no longer available to other workers.

Alerts are generated on Saturdays. Certifiers should check for new alerts every Monday morning.

To access Alerts, the user should click on the 'Alerts' link on the CCPC Home Page or the 'Alerts' link located along the horizontal navigation menu. The user will be taken to the Alerts Screen (see Figure 80). The number within parentheses next to the Alerts link shows the user how many alerts are not currently resolved or deleted for the county.

Alert Code	Priority	Description	Applicant #	Name	Location #	County	Due Date	User ID
018	1	Applicant DHFS Background Check Needed Within 7 Days	2800054123	Jussi Moilanen	001	Milwaukee County	2003-03-20	W00236
019	1	Applicant DOJ Background Check Needed Within 7 Days	2800054123	Jussi Moilanen	001	Milwaukee County	2003-03-20	W00236
020	1	Location Individual CPS Background Check Needed Within 7 Days	2800054123	Jussi Moilanen	001	Milwaukee County	2003-03-20	W00236
022	1	Location Individual DOJ Background Check Needed Within 7 Days	2800054123	Jussi Moilanen	001	Milwaukee County	2003-03-20	W00236
015	1	Home Visit Due In 7 Days	5800031452	Mats Fri	002	Milwaukee County	2003-03-21	W00236
017	1	Applicant CPS Background Check Needed Within 7 Days	2800054123	Jussi Moilanen	001	Milwaukee County	2003-03-21	W00236
017	1	Applicant CPS Background Check Needed Within 7 Days	8800050883	Kati Lappi	002	Milwaukee County	2003-03-21	W00236
017	1	Applicant CPS Background Check Needed Within 7 Days	8800050883	Kati Lappi	003	Milwaukee County	2003-03-21	W00236
018	1	Applicant DHFS Background Check Needed Within 7 Days	8800050883	Kati Lappi	002	Milwaukee County	2003-03-21	W00236
018	1	Applicant DHFS Background Check Needed Within 7 Days	8800050883	Kati Lappi	003	Milwaukee County	2003-03-21	W00236

Figure 80

Informational alerts are indicated by the following symbol:



Action alerts are indicated by the following symbol:



Sorting Alerts

On the Alerts Screen, the user will notice the 'Sort By' set of links (see Figure 82). Users have the ability to sort by different Alert details by clicking on the link of the 'Sort By' type that they want. The user can also change the order from ascending to descending by clicking on the blue square with the triangle in it that is located next to the type of sort that is currently displayed. In Figure 81, for example, the blue box with the triangle is pointing up and next to 'Due/Expiration Date'. This means that the sort that displays will be the Due/Expiration Date of the Alert in Ascending Date order. If the user were to click on the blue box with the triangle, the triangle would turn upside down and the sort order would change to descending.

Sort By: [Due/Expiration Date](#)  | [Alert Code](#) | [Alert Priority](#) | [Applicant/Provider Number](#) | [County](#) | [User ID](#)

Figure 81

The following table lists the types of sorts that are possible and describes how CCPC will display the results.

Alert 'Sort By' Detail	Description of Sort
Due/Expiration Date Ascending	Sorts by: Due/Expiration Date Ascending then County Number then Alert Code then Alert Priority Number then Alert Sequence Number
Due/Expiration Date Descending	Sorts by: Due/Expiration Date Descending then County Number Descending then Alert Code Descending then Alert Priority Number Descending then Alert Sequence Number Descending
Alert Code Ascending	Sorts by: Alert Code then Expiration date then County Number then Alert Priority Number then Alert Sequence Number
Alert Code Descending	Sorts by: Alert Code Descending then Expiration date Descending then County Number Descending then Alert Priority Number Descending then Alert Sequence Number Descending

Alert 'Sort By' Detail	Description of Sort
Alert Priority Ascending	Sorts by: Alert Priority Number then Expiration date then County Number then Alert Code then Alert Sequence Number
Alert Priority Descending	Sorts by: Alert Priority Number Descending then Expiration date Descending then County Number Descending then Alert Code Descending then Alert Sequence Number Descending
Applicant/Provider Number Ascending	Sorts by: Applicant/Provider Number then Expiration date then County Number then Alert Code then Alert Priority Number then Alert Sequence Number
Applicant/Provider Number Descending	Sorts by: Applicant/Provider Number Descending then Expiration date Descending then County Number Descending then Alert Code Descending then Alert Priority Number Descending then Alert Sequence Number Descending
County Ascending	Sorts by: County Number then Expiration date then Alert Code then Alert Priority Number then Alert Sequence Number
County Descending	Sorts by: County Number Descending then Expiration date Descending then Alert Code Descending then Alert Priority Number Descending then Alert Sequence Number Descending
User ID Ascending	Sorts by: User ID then Expiration date then County Number then Alert Code then Alert Priority Number then Alert Sequence Number
User ID Descending	Sorts by: User ID Descending then Expiration date Descending then County Number Descending then Alert Code Descending then Alert Priority Number Descending then Alert Sequence Number Descending

Viewing Details about a Specific Alert

To view a specific alert, click on the link within the 'Description' field in the Alerts Box (see Figure 82).

Clicking on the link in the 'Description' Field will take the user to the Alert Details Screen, which lists the specific details for the individual alert.

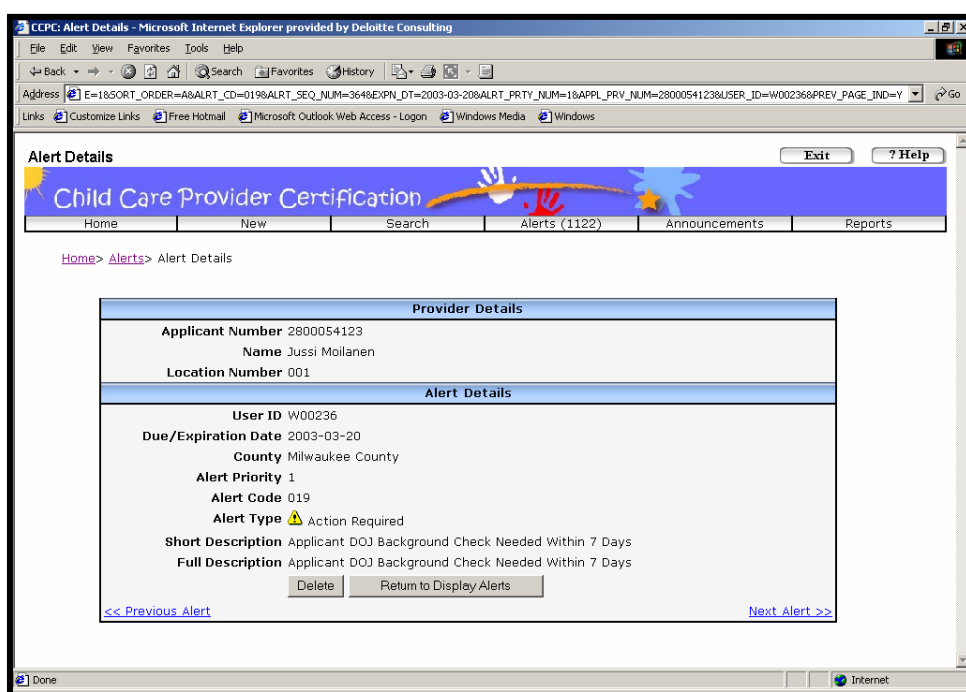


Figure 83

The user will also notice a 'Delete' button. When the user has performed the action or read the information that the alert requested or provided, the user can use this button to delete the alert. As mentioned before, the user can delete the alert without performing the action listed in the alert. Alerts will not automatically disappear, when the action has been performed. They will disappear; however, at the end of the week in which the expiration date occurs.

The user can also click on the 'Return To Display Alerts' button to return to the list of alerts or click on either the 'Previous Alert' or 'Next Alert' links to scroll through the 'Alert Details' screen for each alert on the Alerts Screen.

The following table lists the Alert Codes and the alert text associated with the code.

Alert Code	Alert Text
001	Conduct CPS Background Check After Resident Turns 10 Years
002	Certification Approved – CPS Background Check Needed Within 15 Days (Applicant)
003	Certification Approved – DHFS Background Check Needed Within 15 Days (Applicant)
004	Certification Approved – DOJ Background Check Needed Within 15 Days (Applicant)
005	Certification Approved – CPS Background Check Needed Within 15 Days (Residents)
006	Certification Approved – DHFS Background Check Needed Within 15 Days (Residents)
007	Certification Approved – DOJ Background Check Needed Within 15 Days (Residents)
008	Provider Category Ended Due To No Background Checks
009	Provider Category Will End In 30 Days If Water Test Is Not Documented
010	Provider Category Ended Due To No Water Test Documentation
011	Provider Category Will End In 15 Days If A Home Visit Is Not Conducted
012	No Home Visit Conducted. Provider Category Ended
013	Provider Category Will End In 30 Days. No Recertification Application
014	Application Will End In 30 Days If Process Is Not Completed
015	Home Visit Due In 7 Days
016	Provider Revoked. Provider Category Will Close In 5 Days
017	Applicant CPS Background Check Needed Within 7 Days
018	Applicant DHFS Background Check Needed Within 7 Days
019	Applicant DOJ Background Check Needed Within 7 Days
020	Location Individual CPS Background Check Needed Within 7 Days
021	Location Individual DHFS Background Check Needed Within 7 Days
022	Location Individual DOJ Background Check Needed Within 7 Days
023	DOJ or DHFS background check required for resident

Table 37

Important Note Regarding Alerts:

Alerts will not generate for a provider who is in 'Conversion' status. Please see the Creating a New Application section for details about 'Conversion' status.

Reports

CCPC provides certification workers with a variety of management reports to help them perform their daily work tasks more easily. To access the Reports screen, the user should click on the 'Reports' link from the CCPC Home Page or the 'Reports' link located along the horizontal navigation menu. Figure 84 shows the Reports screen.

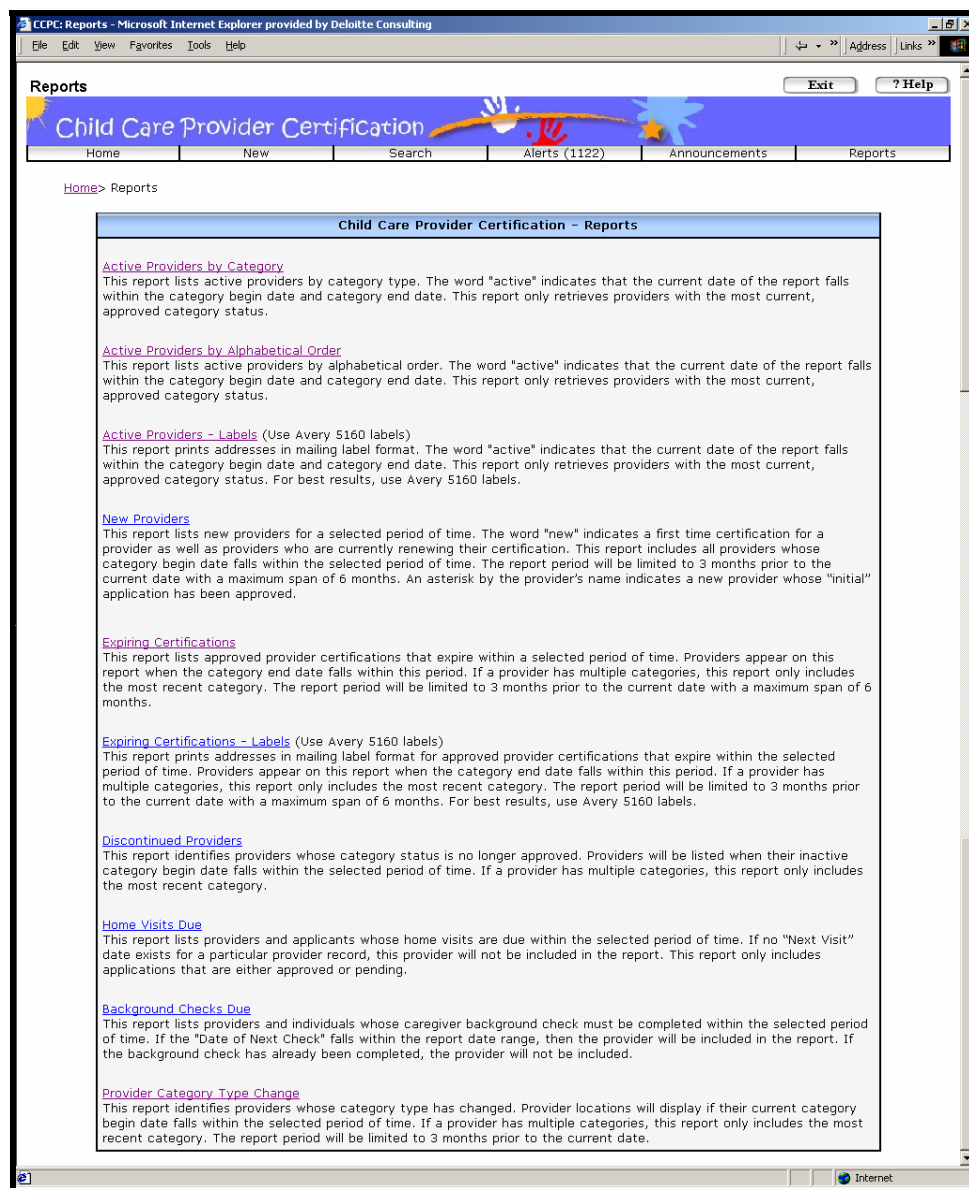


Figure 84

The following table lists the reports that CCPC can generate and a description of each.

Report Name	Description of Report
Active Providers by Category	This report lists active* providers by category type. This report only retrieves providers with the most current, approved category status.
Active Providers by Alphabetical Order	This report lists active* providers by alphabetical order. This report only retrieves providers with the most current, approved category status.
Active Providers – Labels	This report prints location addresses for active* providers in mailing label format. This report only retrieves providers with the most current, approved category status. For best results, use Avery 5160 labels.
New Providers	This report lists new** providers for a selected period of time. This report includes all providers whose category begin date falls within the selected period of time. The report period will be limited to 3 months prior to the current date with a maximum span of 6 months. An asterisk by the provider's name indicates a new provider whose "initial" application has been approved.
Expiring Certifications	This report lists approved provider certifications that expire within a selected period of time. Providers appear on this report when the category end date falls within this period. If a provider has multiple categories, this report only includes the most recent category. The report period will be limited to 3 months prior to the current date with a maximum span of 6 months.
Expiring Certifications - Labels	This report prints location addresses in mailing label format for approved provider certifications that expire within the selected period of time. Providers appear on this report when the category end date falls within this period. If a provider has multiple categories, this report only includes the most recent category. The report period will be limited to 3 months prior to the current date with a maximum span of 6 months. For best results, use Avery 5160 labels. If a provider has an extremely long address and also uses a business name, the address will wrap up instead of down. This looks strange on the labels, but this is the way the US Post Office prefers wrapping. Refer to the following web site for more information: http://pe.usps.gov/text/pub28/PUB28C3.html#508hdr32
Discontinued Providers	This report identifies providers whose category status is no longer approved. Providers will be listed when their inactive category begin date falls within the selected period of time. If a provider has multiple categories, this report only includes the most recent category.

Report Name	Description of Report
Home Visits Due	This report lists providers and applicants whose home visits are due within the selected period of time. If no "Next Visit" date exists for a particular provider record, this provider will not be included in the report. This report only includes applications that are either approved or pending.
Background Checks Due	This report lists providers and individuals whose caregiver background check must be completed within the selected period of time. If the "Date of Next Check" falls within the report date range, then the provider will be included in the report. If the background check has already been completed, the provider will not be included.
Provider Category Type Change	This report identifies providers whose category type has changed. Provider locations will display if their current category begin date falls within the selected period of time. If a provider has multiple categories, this report only includes the most recent category. The report period will be limited to 3 months prior to the current date.
Pending Applications	This report lists all applications, as of the current date and for the selected county(s), whose application status is pending or who's application is complete but has not had at least one category assigned. Completed applications with a category having a future category begin date or with a category end date in the past will not be displayed on the report.
Provider Violations	This report lists all provider violations, in order of detection date, for a selected provider or provider location for a given period of time

Table 38

* The word "active" indicates that the current date of the report falls within the category begin date and category end date.

** The word "new" indicates a first time certification for a provider as well as providers who are currently renewing their certification.

Generating Reports

The user can access the report that s/he wants by clicking on the underlined name of the report on the Reports Screen (see Figure 84). Once the user clicks on the report name link, s/he will be taken to a criteria selection screen for that report. Figure 86 shows an example of a criteria selection screen. For this example, the 'New Providers' report was chosen. The user was then taken to the 'New Providers Criteria' Screen.

Figure 85

In order to generate a report, the user must complete the criteria screen by selecting the desired search criteria from the dropdown boxes, completing all data entry fields and choosing a sort order.

To complete the Report Date Range 'From' and 'To' fields, the user can either type in the date in the format (mm/dd/yyyy) or use the date selection calendars located next to the 'From' and 'To' date entry fields. Typing in 10/01/2003 in the 'From' field and 12/05/2003 in the 'To' field on the 'New Providers Criteria' Screen would cause CCPC to list all new providers whose category begin date falls between 10/01/2003 and 12/05/2003. To use the date selection calendars, click on the button next to the field that looks like this:



A calendar will appear and the user should click on the date that s/he would like to fill in the 'From' field. Repeat the same steps for the 'To' field.

The user may choose multiple counties to be included in a report. To do this, the user should hold down the "Ctrl" key and click on all counties to be included.

After all criteria has been selected, the user should click on the 'Create Report' button. The report will generate and will look like Figure 86. For this example, all counties were chosen in the dropdown box, the date range was 10/01/2003 to 12/05/2003 and the sort order was Last Name Ascending. The report listed providers from 4 different counties: Dane, Marquette, Milwaukee and Rock. This would indicate that only these four counties had providers within a category begin date between 10/01/2003 and 12/05/2003. (The data on this report is not real data)

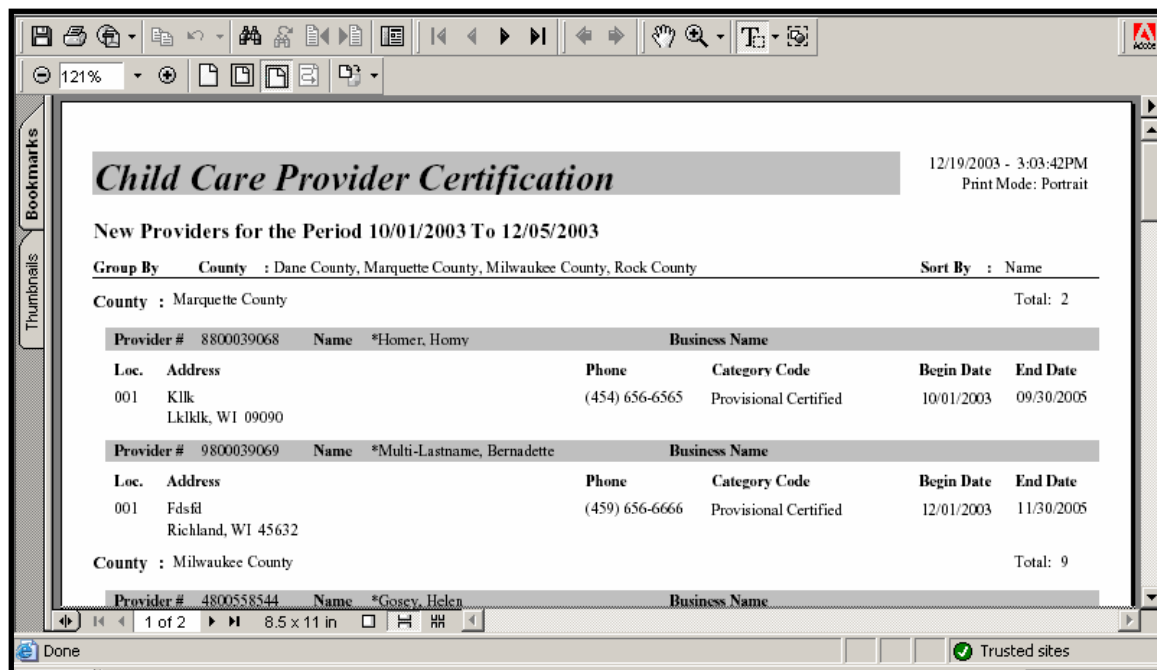


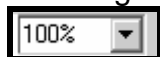
Figure 87 is known as the Report Toolbar. The user will use it to perform a variety of the following functions:



Figure 87

To print the report, click on .

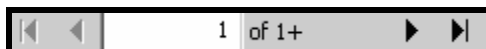
To change the viewing size of the report on the screen, click on the black arrow



Then select the size from the drop-down box.

To scroll through the pages of the report, click on the black arrow without a vertical line next to it (on the bottom of the screen). The arrow without a vertical line next to it

pointing left takes the user to the previous page and the arrow pointing right takes the user to the next page. The arrows with the vertical lines next to them take the user to the first page and the last page of the report. If the user wants to quickly get to a certain page, she can type the page number in the page number field.



Audit Trail

Now local agency staff is able to view transactions in CCPS, CCPC and CCPI using audit trail.

The audit trail is accessible through the CCPI. Log into CCPI and click on the 'Admin' tab and scroll down to 'Audit trail' link. The user can check transactions either by 'user id' or by various id numbers (such as provider number, application number, etc).

Note: Using the provider application number (instead the provider number) brings the best results in CCPC. Using the provider number brings the best results in CCPI and CCPS.